

8th November 2023

Our ref : C702/JG/JS/CJ

PRIVATE AND CONFIDENTIAL

The Governors
Chelmsford County High School for Girls
Broomfield Road
Chelmsford CM1 1RW

Dear Sirs

REPORT TO MANAGEMENT

During the course of our audit and regularity assurance engagements for the year ended 31st August 2023 a number of matters arose which although we **do not** consider to be significant (as defined under ISA 265) we are however bringing the below to your attention for consideration.

Enclosed is a memorandum noting these points, these matters came to light during the course of our normal audit and assurance tests which are designed to assist us in forming our opinion on the financial statements and providing a limited assurance conclusion on regularity. Our tests may not necessarily disclose all errors or irregularities and should not be relied upon to do so. Matters we consider significant are not also reported here but are included within our audit findings letter which is addressed to the Trustees of the Academy Trust.

This letter has been prepared for the sole use of the Management of Chelmsford County High School for Girls. No copies of this letter may be provided to third parties without our prior consent. Consent is, and will only be, granted on the basis that such copies are not distributed with the interests of anyone other than the academy in mind and that we accept no duty or responsibility to any other party. No responsibilities are accepted by MWS towards any party acting or refraining from action as a result of this letter.

Area for consideration	Details
Members/Trustees	ESFA's current expectations of best practise is that the role of a Member and that of a Trustee should hold a significant degree of separation. It is recommended that an individual should decide which roles are best suited to them and resign from the other. The process for this is currently underway and should be implemented by January 2024.
Quotes	3 quotes were not obtained for the boiler replacement, however we understand that this was an emergency and required immediate replacement. However 3 quotes were not obtained for the coach services for the Snowdonia trip as the same coach company was used as per previous trips, new quotes should be obtained to compare value for money.
Resignation/appointment dates for governors	Different dates have been recorded between the list of governors and Companies House. It has been confirmed that the dates on the list of governors are incorrect and require updating.

This information is provided purely for management purposes and although, where requested, we will discuss the content of this letter with management these are matters that under International Auditing Standards need not be communicated in writing.

Yours Faithfully
MWS

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