



Key Issues for Discussion Document

Latchmere Academy Trust

("The Trust")

For the Year Click or tap here to enter text. ended 31/08/2025



Our Ref: BSLA110820/JC
Your Ref:
Date: 12 November 2025



PRIVATE & CONFIDENTIAL

The Board of Trustees
Latchmere Academy Trust
Latchmere Road
Kingston Upon Thames
KT2 5UE
United Kingdom

Dear Sirs and Mesdames

Latchmere Academy Trust – Key Issues for Discussion Document

We are pleased to attach our Key Issues for Discussion Document. This report, which is designed to be the basis of discussion when we meet, summarises our audit conclusions, highlights the key findings arising from our work and details a number of points that we would like to discuss further with you.

The Key Issues for Discussion Document ("KIDD") has been prepared for the benefit of discussion between Bishop Fleming and Latchmere Academy Trust (the Trust).

The purpose of the KIDD is to highlight the key issues affecting the audit of the Trust and the preparation of its financial statements for the Year ended 31/08/2025.

The document is also used to report to management our mandatory requirements as set out in International Standard on Auditing (UK & Ireland) 260 (ISA 260).

We have initially discussed the contents of our report with management and have incorporated their comments where relevant.

This report is intended to be solely for the information and use of the Trustees and those charged with governance of the Trust and should not be shared with anyone beyond this Trust without our prior approval.

Finally, we would like to take this opportunity to thank your staff for the co-operation we have received throughout our audit. If there are any further matters which you wish to discuss concerning our audit, please do not hesitate to contact us.

Yours faithfully

BISHOP FLEMING AUDIT LIMITED

1. Management letter points and internal control systems

The Trust's management is responsible for the identification, assessment and monitoring of risk, for developing, operating and monitoring the systems of internal control and for providing assurance to the Board that it has done so. In accordance with the terms of our engagement we have not provided a comprehensive statement of all issues which may exist in the accounting and internal control systems or of all improvements which may be made, but outline below our observations arising from the audit, none of which are considered significant. We would be pleased to discuss further work in this regard with the Board.

KEY:



Financial - Observations refer to issues that are so fundamental to the system of internal control that management should address immediately to minimise the risk of a material misstatement within the financial statements.

Governance – Observations that are fundamental to good governance and should be addressed immediately to minimise the risk of governance failings.

Regularity – Observations representing a significant and or repeated breach of the terms of the ATH or “musts” that are identified as “not in place”. Such breaches may additionally result in the qualification of the regularity assurance report.



Financial - Observations refer mainly to issues that have an important effect on the system of internal control and, if left uncorrected could potentially lead to a material misstatement within the financial statements.

Governance – Observations that are important to good governance and should be addressed to minimise the risk of governance failings and to help improve procedures.

Regularity – Observations that have resulted in non-compliance with the ATH including “musts” where progress is identified as “working towards”. These should be addressed to mitigate the risk of a significant failure to comply with ATH terms in the future.



Financial - Observations refer to issues that would, if corrected, improve internal control in general and engender good practice, but is unlikely to have a material impact on the financial statements.

Governance – Observations that if addressed would help to improve and embed good governance practices but is unlikely to lead directly on its own to governance failings.

Regularity - Observations that have resulted in minor non-compliance or non-adherence with “shoulds” as defined in the ATH but is unlikely to lead to a more significant breach on its own.



Observations made in the previous year have been resolved.

Internal financial controls

Our review of the Trust's system of internal control is carried out to assist us in expressing an opinion on the financial statements of the Academy as a whole. This work is not primarily directed towards the discovery of weaknesses or the detection of fraud or other irregularities (other than those which would influence us in forming that opinion) and should not therefore be relied upon to show that no other weaknesses exist. Accordingly, we refer only to significant matters which have come to our attention during the course of our normal audit work and do not attempt to indicate all possible improvements which a special review might reveal.

The following table summarises our significant control observations together with any recommendations we have for possible improvements which could be made.


Your comments

We would be grateful if you would enter your comments against each point under the "management response" header of the management letter point section and return it to us in due course. The management letter section of this KIDD letter will be submitted to the DfE with the Financial Statements.



Current Year Matters

There were no current year matters identified

Prior Year Matters - Unresolved

Employee documentation	
	
2024 As part of our wages testing we have reviewed employee contracts for certain individuals. From our sample of 24 contracts reviewed we noted 2 had not been signed by the employee and/or employer.	<u>Recommendation</u> We recommended that signed employment contracts are obtained for employees and also checks put in place as part of the enrolment process to ensure signed contracts are obtained. <u>2025 update</u> Recommendation still applies. We also recommended that appropriate right to work documentation is held for all employees
2025 From our sample of 20 contracts reviewed we noted 2 had not been signed by the employee and/or employer. We also identified that there were two employees who did not hold appropriate identification / right to work documentation in their personnel files.	<u>Management comment</u> Noted, we will review in the next financial year.

Prior year matters - resolved

Accounting System - Passwords	
	<i>PY Rating</i> 
<p>2024</p> <p>As part of our system notes we have identified that there is no formal requirement to change passwords or encouragement/reminder given to update passwords.</p> <p>2025</p> <p>The trust has changed finance system in the year to Sage, which requires strong passwords and requires multifactor authentication to be used offline. Additionally, passwords are required to be updated on an annual basis.</p>	<p><u>Recommendation</u></p> <p>We recommended Accounting System users regularly change their passwords to prevent the likelihood of fraud from cyber security attacks.</p> <p>2025 Update</p> <p>Passwords for the finance system now require updating annually therefore we are satisfied that this control point has been addressed.</p>



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