

TERMS OF REFERENCE FOR THE FINANCE, AUDIT AND RISK COMMITTEE 2023/2024

Composition of Membership of Committee:

Chair or Vice-Chair of Governors (ex-officio)

Headteacher (ex-officio)

and a minimum of 5 additional Governors including the following:

A Governor from the HR and Curriculum Committees

Composition Associate Membership:

Deputy Headteachers

Director of Finance and Resources / Company Secretary

As noted in the Academy Trust Handbook, where the Trust operates a combined finance and audit committee, employees of the Trust may be members of the committee but should not participate as members where audit matters are discussed. Therefore, the Headteacher and Company Secretary as members of the committee may remain in attendance to provide information and participate in discussions on audit matters but may not vote or approve or be considered as a member towards quorate status of the meeting where audit matters are being discussed.

Only Governors have voting rights

Attendance: The committee may invite to particular meetings, individuals responsible for financial management within the College

Quorum: The Headteacher or nominated Deputy and three other governors including the Chair or Vice Chair of Resources.

PA to Committee: Natalie Mann

Period of Membership: 4 years or for as long as a member remains eligible whichever is the shorter.

Meeting dates 03.10.23, 14.11.23, 16.01.24, 05.03.24, 23.04.24 & 02.07.24

Date agreed: 19 September 2023

Date of review: September 2024

**Committee Chair's
Signature**

Responsibilities

To assist in the decision and maintain an oversight of the Academy Trust's financial, governance, risk management and internal control systems, including proper planning, monitoring and probity.

To ensure the efficient management of the Estate within the requirements of legislation, Governors' policies and the management plan.

To make appropriate comments and recommendations on such matters to the Governing Board on a regular basis through reports and executive summaries.

Major issues will be referred to the full Governing Board for ratification.

To report findings termly and annually to the Trust Board and the Accounting Officer as a critical element of the trust's annual reporting requirements.

Terms of Reference

The committee is authorised:

WITHDRAWAL FROM MEETINGS Any person employed to work at the College, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the College. The Headteacher must withdraw if his or her performance is being discussed.	
Finance and Estate	Decision / Recommendation
To consider the Academy's indicative funding, including review of pupil numbers, and to assess the implications for the Academy drawing any matters of significance or concern to the attention of the Governing Board.	D
To consider and recommend acceptance / non-acceptance of the Academy's budget, by the 31 st July each year.	R
To ensure that the budget supports the needs of the Curriculum and the students within the College and to discuss and approve the costings outlined in the Academy Improvement Plan (AIP) and recommend to FGB for approval.	D
To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals and the priorities set out in the AIP.	D
To monitor progress against actions within the AIP relating to the responsibilities within this terms of reference.	R
To monitor and review income and expenditure throughout the year and ensure compliance with the overall financial plan for the Academy, and with the financial regulations of the ESFA, drawing any matters of concern to the attention of the Governing Board.	D
To approve bids and grants and/or the supply/procurement of goods and services ensuring that VFM has been achieved and the robust principles of the Finance policy have been followed.	D
To review the financial statement to form part of the annual report of the Governing Board for filing in accordance with Companies Act and Charity Commission requirements.	D
To review and recommend for approval, by the full Governing Board, the Finance Policy.	R
To receive external and internal auditing reports, including the Responsible Officer reports and to recommend to the full Governing Board or Audit Committee any action, as appropriate, in response to audit findings.	D

Review the effectiveness of the Board's internal control system to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner. Ensure that risks are being addressed appropriately through internal scrutiny	R
Consider and advise the board on the Board's annual and long-term audit programme and agree a programme of work annually using the risk register. Review the ratings and responses on the risk register to inform the programme of work for the internal auditor, ensuring checks are modified, as appropriate, each year and report these back to the FGB at the start of each academic year.	R
Provide an annual summary report based on the internal auditor reports covering key findings, recommendations, and conclusions	R
To recommend to the full Governing Board the appointment or reappointment of the internal and external auditors of the Academy.	R
Ensure that the Board's audit service meets the requirements set out in the Academy Trust Handbook	R
To receive annual report on Asset Losses and Write Offs	D
To monitor benchmarking data and determine any appropriate action in the light of the data.	D
To receive a report annually on the Estate and to agree a statement of priorities for maintenance and improvement with reference to the Asset Management Plan and Risk Register.	D
To recommend a 3 year Maintenance Plan for the College within the approved budget	R
To provide support and guidance for the Headteacher on all matters relating to the Estate, security, health and safety and environmental issues.	R
To ensure that the College complies with health and safety regulations, taking advice where necessary monitoring the effectiveness of these arrangements.	D
To monitor progress of building works and ensure any necessary liaison with approved property advisory services and contractors.	R
To monitor the annual Fire Risk Assessment	R
To review the Asbestos Report annually	R
To establish and keep under review ECC's accessibility plan.	D
To identify and update items relating this committee that may need reviewing in the Risk Register and consider and approve any recommended changes from Governors Committee meetings.	R
To review policies as per the rolling programme and recommend changes as required.	D
Investigate any aspect of any financial concerns of mal practice advised via the whistle blowing policy.	R
Review the operation of the Board's code of practice for board members and code of conduct for staff.	D
To monitor the process by which governor skills are reviewed and new governors appointed to ensure that they meet the requirements of the Governing Board.	R
To consider recommendations from the HR Committee to determine any dismissal / early retirement payments. If the timing of the meeting does not enable this then a decision can	D

be taken by the Chair of the Governing Board (Vice Chair in their absence), and the Chair of Resources Committee (Vice Chair in their absence)	
If it is not practical to obtain approval for bids and grants and/or the supply/procurement of goods and services outlined above from a full meeting of this Committee, as the requests falls outside of meeting dates, the Chair or Vice Chair of this Committee has delegated power to agree such urgent requests in conjunction with the Director of Finance and Resources.	D
To investigate any activity within this terms of reference or specifically delegated to this committee by the board. This committee is authorised to request any information from any employee, external audit, internal audit, or other assurance provider for the purpose of internal scrutiny.	D
Obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Trust Board. However, this committee may not incur expenditure in excess of £5k in doing so without prior approval of the board.	D
Review Chair, Accounting Officer and Direct of Finance and Resources Declaration of Interests	D