STAFFORDSHIRE UNIVERSITY ACADEMIES TRUST

RISK, AUDIT AND RESOURCES COMMITTEE TERMS OF REFERENCE

Meetings of all Committees will take place a minimum of once per term. For any meeting to be quorate a minimum of 3 Directors eligible to vote must be present

TERMS OF REFERENCE

Powers

- The Risk, Audit & Resources Committee is empowered to act and make decisions on behalf of the Board of Directors in relation to responsibilities determined by the Board of Directors.
- On all other specified responsibilities, the Committee shall submit proposals and recommendations to the full Board of Directors for its consideration and determination.
- The Committee can co-opt to it such members, as it deems appropriate. Co-opted members will not have any voting rights.
- The Committee will work in partnership with the Chief Executive Officer (CEO), the Chief Finance Officer (CFO), the Operations Director (OD) and Local Academy Councils (LACs) and receive such support and guidance as is necessary in carrying out its duties.

The role of the Risk, Audit & Resources Committee is:

- To submit annually to the Trust Board a programme of meetings and other activities by which it is planned to address its allocated responsibilities
- To ensure that income from the DfE and grants from the DfE are used only for the purposes intended.
- To ensure the academies are working to the relevant financial standards.
- To establish and maintain a transparent system of prudent and effective Internal Controls and approve the Statement of Internal Control annually.
- To approve each academy's completed financial self-assessment forms.
- To establish the financial limits of delegated authority to enter into commitments and to authorise payments.
- To approve a written description of financial systems and procedures
- To oversee the Trust's risk management framework, undertake detailed termly scrutiny of the Trust Risk Register and provide assurance to the Trust Board on the effectiveness of risk management and internal controls.
- To receive reports of the financial position of the academies, including their income and expenditure and financial commitments.
- To ensure that adequate financial monitoring of the academies' budgets and activities is being undertaken by the Central Finance Team.
- To monitor the progress on any action identified to improve financial arrangements at academies.
- To scrutinise significant contracts proposed to be entered into by the MAT or individual academies.
- To consider details of any significant matters affecting the MAT's assets.

- To review of the performance of external providers e.g. services provided under SLAs.
- To review the MAT's annual consolidated accounts and recommend them to the Trust Board for approval.
- To scrutinise and recommend the Trust's annual budget to the Trust Board for approval.
- To review and approve the levels of insurance cover for the MAT's assets.
- To oversee the implementation of the Trust's Investment Policy and receive reports on treasury management, investment performance and counterparty risk.
- To receive the findings made by the various auditors and their management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations.
- To consider the academies' indicative funding, notified annually by the DfE, and assess its implications for the Trust and its academies, in consultation with the CEO and CFO, drawing any matters of significance or concern to the attention of the Trust Board.
- To consider academy-level budget proposals as part of the Committee's scrutiny of the Trust's annual budget.
- To receive recommendations from the LACs 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 with the development priorities set out in the MAT Business and Development plans.
- To liaise with and receive reports from Local Academy Councils, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
- To monitor and review expenditure on a termly basis and ensure compliance with the overall financial plan for the academies, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Board of Directors.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
- To assist in the preparation of the financial statement to form part of the annual report of the Board of Directors and for filing in accordance with Companies Act and Charity Commission requirements.
- To receive auditors' reports and to recommend to the Board of Directors action as appropriate in response to audit findings.
- To recommend to the Board of Directors and the Members the appointment or reappointment of the auditors of the academies.
- To oversee the LAC's preparation of routine maintenance programmes, placement of contracts and monitoring of standards of work for buildings and grounds.
- To oversee the LAC's undertaking of building, decoration or environmental projects.
- To receive reports from the LACs on their monitoring of the academies' energy needs.
- To receive assurance that appropriate Health and Safety arrangements are in place across the Trust and that statutory requirements are being met.
- To exercise delegated authority in relation to write-offs and asset disposals in accordance with the Scheme of Delegation and receive reports on significant losses, write-offs and disposals.
- To receive annually submissions from the LACs of their annual costings for maintenance or repair work for both buildings and grounds.
- To ensure that the academies operate at all times within their allocated budgets
- To review the Scheme of Delegation annually, consider proposed financial and operational changes and recommend the updated Scheme of Delegation to the Trust Board for approval.

- To oversee the Trust's external audit arrangements, including reviewing the appropriateness of audit fees and making recommendations in accordance with the Scheme of Delegation.
- To scrutinise related party transactions referred to the Committee under the Scheme of Delegation and receive assurance that related party transactions, conflicts of interest and associated DfE requirements are appropriately managed.
- To direct and approve the Trust's programme of internal scrutiny, consider the findings and monitor completion of agreed actions.
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Committee Chair

The Chair will be appointed by the Committee and will be responsible for ensuring that:

- He/She provides effective leadership to the Committee across the full range of its responsibilities.
- All meetings are called and conducted under the same rules applying to the full Board of Directors.
- Agendas and minutes are drawn up for all meetings and are subsequently submitted together with all committee papers to the earliest possible full Board of Directors meeting.
- The Committee discharges all the responsibilities set out in its remit.
- The Committee works closely with the CEO and CFO, Academy Headteachers and the LACs.