

**BRENTWOOD URSULINE CONVENT HIGH SCHOOL
AUDIT & RISK COMMITTEE
TERMS OF REFERENCE**

LAST REVIEWED: NOVEMBER 2023

Membership: The committee shall consist of not less than three governors appointed by the full governing body. Employees of the trust should not be audit and risk committee members. The Headteacher and School Business Manager (SBM) should attend as non-voting members.

Quorum: At least three.

Meetings: At least once per term and more frequently if deemed necessary by the majority of members. The meetings should immediately precede the termly FGB finance meeting as a matter of routine.

Chair: Appointed by the Audit Committee but should not be an employee of the school, nor the Chair of Trustees. Duties will include notifying the committee members of any meeting to be held and providing all with an agenda after consultation with the Headteacher and/or the SBM.

Accountability: The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

Terms of Reference:

To work closely with the headteacher and school business manager to:

- Consider and commission and annual programme of work to deliver internal scrutiny that provides coverage across the year
- Review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year or more frequently if necessary and make recommendations on changes to the FGB for approval
- Agree who will perform the work
- Consider the findings and recommendations of the termly audit reports provided by the external auditors appointed by the FGB or any other relevant third party (including ESFA financial management and governance reviews, funding audits and investigations etc)
- Consider progress in addressing recommendations
- Ensure agreed report recommendations are implemented by the SBM
- Report to the FGB on the audit reports and on the quality of the work carried out by the external auditors
- Investigate any allegations of fraud, malpractice or corrupt practices, engaging external auditors or experts as necessary and report findings promptly to the FGB or the appropriate external authorities as appropriate.

- Have access to the external auditor as well as those carrying out internal scrutiny, and consider their quality

Oversight must ensure information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims for both revenue and capital grants completed by the trust is accurate and in compliance with funding criteria.

Review Date: Full Governing Body – NOVEMBER 2023

Next Review: NOVEMBER 2024