

Corpus Christi Catholic Academy Trust
Risk, Audit, Behaviour & Safeguarding Committee
Terms of Reference 2023 to 2024

1 Membership

- 1.1 A minimum of three Directors appointed by the Executive Board

2 Strategic Purpose

- 2.1 Delegated by the Executive Board to approve the appointment of the Trust's external and internal auditor
- 2.2 To monitor and review the operation of financial management procedures and internal financial controls
- 2.3 To ensure the sound management of the Trust's finances and resources, including proper planning, risk management monitoring, and probity and VFM systems

3 Attendance

- 3.1 Directors' attendance is expected and shall be monitored and published on the Trust website
- 3.2 The appointed Committee Clerk is required to attend
- 3.3 The Chief Executive Officer and Strategic Finance Officer are required to attend
- 3.4 Heads are invited to attend at the discretion of the Committee
- 3.5 Other staff, Directors and LGB Governors may be invited to attend at the discretion of the Committee

4 Chair

- 4.1 The Chair and Vice-Chair are elected annually at the first meeting in the Academic year from among the Directors on the Committee
- 4.2 The Chair of the Executive Board and Chair of the Finance & Resources Committee may not chair this Committee

5 Quorum

- 5.1 A minimum of three Directors
- 5.2 If there is not a quorum, a meeting may not proceed except in exceptional circumstances

- 5.3 A meeting which proceeds without a quorum may not approve any matters. In exceptional circumstances approval may be secured following a meeting by email vote of all members of the Committee

6 Meetings

- 6.1 The Committee will meet as needed but not less than once each term

7 Responsibilities

7.1 Risk

- (a) To scrutinize the adequacy and effectiveness of the Trust's governance, risk management, internal control and value for money systems
- (b) To monitor the Strategic Risk Register to ensure that key risks are being managed to secure the continued and effective operation of the Trust and each Academy
- (c) To receive an assurance that Operational Risks are being effectively managed and mitigated to an acceptable level
- (d) To determine an appropriate programme of work to be delivered by the independent assurance providers and the SFO in relation to the key risks faced by the Trust
- (e) To scrutinise and review the Budget and financial performance reports approved by the Finance & Resources Committee
- (f) To receive and review Inspection reports from LGBs relating to (a) safeguarding, (b) Ofsted, (c) Denominational actions, and (d) Health & Safety
- (g) To review the Trust's Business Continuity and Emergency Plan
- (h) To approve the Trust's insurance arrangements
- (i) To review the level of complaints across the Academies and action taken to address any issues
- (j) To review GDPR breaches across the Academies and action taken to address any issues

7.2 Audit

- (a) To recommend to the Executive Board the appointment of the Trust's internal and external auditors
- (b) To approve and monitor the external audit plan recommended by the auditor
- (c) To approve and monitor the internal audit plan recommended by the internal auditor
- (d) To review reports from the SFO on the Trust's Internal Audit Plan to implement audit recommendations from either source across the Trust and all Academies
- (e) To review the Final Audited Accounts and External Audit Management Letter and approve the Trust's management response to it

7.3 Behaviour & Safeguarding

- (a) To monitor attendance and persistent absence across the Academies
- (b) To review the overall pattern of exclusions across the Academies
- (c) To review the level of incidents relating to bullying, discriminatory behavior and peer-on-peer abuse
- (d) To review pupils attending school on a part-time basis and those who are dual registered
- (e) To review findings from external Safeguarding Audits and instruct the CEO on action to be taken where safeguarding practice in the academies is falling short of the standards expected

8 Policies and Procedures

- 8.1 To approve, monitor and review the following policies and procedures delegated by the Executive Board
- Risk Management
 - Insurance