

Terms of Reference  
Risk & Audit Committee 2025/2026

Governing board of Alcester Academy																													
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<b>Purpose:</b> To assist the decision making of the Governing Body, by enabling more detailed consideration to be given to the management of the Academy's finances and resources, through proper governance, planning, monitoring and reporting.																													
<b>Membership:</b> Governors: Gareth Brown (Chair), Tim Harrison, Tony Lewis, Fiona Williams, Martin Brown Business Manager: Cari Haynes Present: Sarah Mellors (Headteacher) Clerk: Stephanie Hall																													
<b>Quorum:</b> Three governors.																													
<b>Meetings:</b> The Committee will meet at least three times a year. Minutes of the Committee's meetings will be shared with the Board.																													
<b>Policies and compliance:</b> The committee will review and ratify																													
<table><tr><th>Policy</th><th>Review Cycle</th></tr><tr><td>• Accessibility</td><td>2 years</td></tr><tr><td>• Asbestos Management</td><td>2 years</td></tr><tr><td>• Data Protection</td><td>1 year</td></tr><tr><td>• Fire Safety Management</td><td>1 year</td></tr><tr><td>• Freedom of Information</td><td>2 years</td></tr><tr><td>• GDPR Information Security</td><td>2 years</td></tr><tr><td>• Gifts and Hospitality</td><td>1 year</td></tr><tr><td>• Health &amp; Safety</td><td>1 year</td></tr><tr><td>• Managing Contractors</td><td>2 years</td></tr><tr><td>• Driving for Work</td><td>1 year</td></tr><tr><td>• Drone Flying Policy</td><td>1 year</td></tr><tr><td>• Infection Control</td><td>1 year</td></tr><tr><td>• Risk Assessment</td><td>1 year</td></tr></table>	Policy	Review Cycle	• Accessibility	2 years	• Asbestos Management	2 years	• Data Protection	1 year	• Fire Safety Management	1 year	• Freedom of Information	2 years	• GDPR Information Security	2 years	• Gifts and Hospitality	1 year	• Health & Safety	1 year	• Managing Contractors	2 years	• Driving for Work	1 year	• Drone Flying Policy	1 year	• Infection Control	1 year	• Risk Assessment	1 year	
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<b>Statements</b>	
<ul style="list-style-type: none"><li>• Conflict of Interests Note</li></ul>	2 years
<b>Monitoring:</b> The Committee will be responsible for: <ul style="list-style-type: none"><li>• Policies and Procedures as listed in previous section</li><li>• Risk Management</li><li>• Internal Scrutiny</li><li>• External Audit</li><li>• Health &amp; Safety, Facilities, Security</li></ul>	
<b>Policies and Procedures:</b> <ul style="list-style-type: none"><li>• To ensure adequate Corporate Governance as listed in the next section</li><li>• To agree all Financial Policies as listed in the previous section prior to Governing Body approval</li><li>• To monitor and review Financial Policies and Procedures to ensure effective implementation and operation, on a regular basis, and where appropriate to make recommendations for improvement.</li><li>• To recommend to the Governing Body the Academy's Charges and Remissions Policy and Governors' Allowances Policy, and to keep those under bi-annual review.</li><li>• To ensure that an up to date register that lists any business interest held by for each member of the Governing Body, the Headteacher and any member of the school staff with budget management responsibility, or any member of their immediate family.</li><li>• Immediate family is defined as including one's spouse, partners from same sex marriages or civil partnerships, children (including adopted and step), parents, grandparents, siblings, as well as one's in-laws.</li><li>• To ensure that any Pecuniary Interests are declared at each meeting by everyone present.</li><li>• To ensure up to date Financial Policies are available to the Governing Body and its committees</li><li>• To oversee the policies on fraud and irregularities as contained in the Financial Controls and Governance Policy and the ESFA's Academies Financial Handbook.</li><li>• To agree and monitor the Health and Safety Policy</li><li>• To agree and monitor the physical and information security aspects of the academies policies as listed in the policies and compliance section of this document.</li></ul>	

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**Risk management**

- To advise the Governing Body on (1) physical risk management as detailed in the Health and Safety Policy, (2) financial risk management as detailed the Alcester Academy Risk Register and (3) information security risk management as detailed in the Data Protection Policy to ensure the Academy is taking practical steps to protect people and the Academy from harm and suffering.
- Act as a catalyst for risk management activity across the academy.
- Ensuring appropriate audit work takes place on risk management.
- To ensure Risk Management assessments are kept up to date in accordance with the Health and Safety policy.
- Collect information on risks and risk management.

**Internal Scrutiny**

- To deliver internal scrutiny (also known as internal audit).
- To advise the Governing Body on the appointment and remuneration of the internal scrutiny service.
- To consider and advise the Governing Body of the internal scrutiny plan.
- To consider and advise the Governing Body on internal scrutiny reports, findings and recommendations.
- Accounting Officer reporting on the effectiveness of financial controls and procedures.

**External Audit**

- To arrange the external annual Statutory Audit of the Academy Final Accounts.
- To advise the Governing Body on the appointment and remuneration of external auditors and the scope of their work.
- To guide the external auditor on the nature and scope of the audit as necessary.
- To ensure Audit findings are reported to the Governing Body.
- To oversee the financial statements which form part of the Annual Report of the Governing Body under the guidance of the auditors.
- To consider the academy's Annual Report and Financial Statements and advise the Governing Body on the management reports findings and recommendations.

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**Health & Safety, Security, Facilities**

- To agree and monitor the effectiveness of the Health and Safety Policy
- To monitor the work, both pro-active and reactive of the site and facilities teams, ensuring compliance with the Health and Safety Policy and advise and make recommendations to the Governing Body as appropriate.
- To ensure an annual survey of the premises takes place and reports received.
- To agree and monitor the effectiveness of all physical and information security aspects of the policies listed in the policies and procedures section of this document

**Reasons for disqualification from membership of panels and/or abstaining from decisions**

Any committee member with a conflict of interest as defined in the Conflicts of Interests note must declare the conflict and abstain from any discussion, decision and/or vote made by the Committee in relation to the matter where the conflict arises.

Agreed and adopted by the Full Governing Body on 04.09.2025

<b>Approved by the governing board:</b> 04.09.2025	
<b>Adopted by the F&amp;A committee:</b> 04.09.2025	<b>Next review date:</b> September 2026