Shavington Academy
Risk & Audit Committee Terms of Reference

The Audit & Risk Committee's remit is to:

- assess and report on the adequacy and effectiveness of the academy's internal controls
- oversee the academy's risk management
- ensure value for money systems and frameworks.

The committee also advises the academy regarding the appointment of auditors and the planned audit approach, as well as considering reports from the internal and external auditors and other bodies and ensuring that actions are taken where required.

Constitution

The Trust Board established an Audit & Risk Committee to oversee matters relating to the academy's audit arrangements and systems of internal control and to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity.

The Audit & Risk Committee is responsible to the Members.

The committee's Terms of Reference are adopted by the Trust Board and may only be amended with the approval of the Trust Board.

Authority

The Audit & Risk committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Trust Board. It is authorised to request any information it requires from any governor, trustee, employee, external auditor, internal auditor or other assurance provider.

The Audit & Risk committee is authorised to obtain any outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or Chair of Trustees.

Main Duties

Assess the adequacy and effectiveness of the academy's risk management, internal control and value for money systems and frameworks.

Produce an annual report in respect of the above.

Advise on the appointment, re-appointment, dismissal and remuneration of the external auditor.

Advise on the need for and, where appropriate, the appointment, re-appointment, dismissal and remuneration of an internal auditor or other assurance provider.

Advise on an appropriate programme of work to be delivered by independent assurance providers. This programme of work should be derived from the Audit & Risk committee's regard of the key risks faced by the academy and the assurance framework in place.

Ensure that where a full internal audit service is commissioned, the service provider complies with the standards set by the Chartered Institute of Internal Auditors. This will mean the internal audit provider must conform to the Public Sector Internal Audit Standards.

Review the external auditor's annual planning document and approve the planned audit approach.

Receive reports (assignment reports, annual reports, management letters etc.) from the external auditor, internal auditor and other bodies (for example the ESFA) and consider any issues raised, the associated management response and action plans. Where deemed appropriate, reports should be referred to Members for information or action.

Regularly monitor outstanding audit recommendations and progress from whatever source and ensure any delays in respect of agreed implementation dates are reasonable.

Establish and monitor KPIs with regard to the performance of the external auditor, internal auditor or other assurance provider.

Review the academy's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.

Consider any additional services delivered by the external auditor, internal auditor or other assurance provider and ensure appropriate independence is maintained.

Ensure appropriate co-operation and co-ordination of the work of the external auditor and internal auditor.

Meet with the external auditor and internal auditor or other assurance provider without management present, when required, either at their request or the request of the committee.

Ensure that controls are in place regarding the United Kingdom General Data Protection Regulations (UK GDPR) and that compliance is monitored across the academy.

Consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations.

Administration

The Audit & Risk Committee will meet at least once per term. The Chair or any two members may call an additional meeting.

The Audit & Risk committee will consist of at least three members of the Trust Board. Additionally, up to two external associate members with particular expertise may also be appointed who are not members of the Trust Board. At least one of the members should have relevant financial experience.

The Chair of the Audit & Risk committee will be appointed by the Trust Board but must not be the Chair of Trustees. If the Chair is absent from a meeting, the members shall choose another member, who is also a member of the Board, to act as Chair for that meeting.

Staff employed by the Trust should not be members of the Audit & Risk Committee.

The Audit & Risk Committee will be quorate if at least two members (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those members present are required to be Trust Board members (as opposed to associate member's).

The CEO & CFO may be invited to attend but will have no voting rights.

Administrative support will be provided by the Governance Professional or Clerk.

The agenda for meetings will be agreed in advance by the Chair of the Audit & Risk committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.

Minutes of meetings will be taken and will be submitted in the next scheduled meeting of the committee, once approved in draft by the Chair of the Audit & Risk committee.

Decisions made at meetings of the committee shall be determined by a majority of votes of eligible members present and voting. Where there is an equal division of votes the Chair shall have a second or casting vote.

The Audit & Risk committee will self-assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Trust Board for approval.

The members of the committee shall hold office from the date of their appointment until their resignation or their omission from membership of the committee on subsequent consideration by the Trust Board (whichever shall happen first).

The Board must not add to these Terms of Reference any responsibilities that require the Audit & Risk Committee to adopt an executive role, or its members to offer professional advice. The Committee should seek formal professional opinions from the internal audit service, financial statements auditor or other professional advisers to the Trust Board. Advice should only be given in committee members' capacity as Directors and only within their terms of reference.

Approved by Shavington Academy Trustees:

Signed: E. Casewell

Headteacher

Signed: R. Hassall

Chair of Trustees

Date: 10.07.2026

Review Date: Autumn 2027