Brighter Futures
Educational Trust

# Version Control

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| V1.2 | September 2026 | New ToR due to splitting of committees |
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Educational Trust

# TERMS OF REFERENCE

## Audit and Risk (ARC)

### Purpose

The Audit and Risk (ARC) is responsible for overseeing and monitoring governance, risk management and internal control systems across the schools within the Trust.

### Membership

- At least three trustees, including one trustee designated as chair.
- The CEO and Director of Finance and Resources shall attend meetings as non-voting advisors, to provide information and participate in discussions.
- Any trustee may observe meetings.
- Additional members may be invited to enhance the skills and expertise on the committee but in an advisory capacity.

### Quorum

A minimum of two trustees.

### Meetings

The Committee will meet at least four times a year. Minutes of meetings will be shared with the Board of Trustees (BoT). Meetings to be no longer than two hours.

### Responsibilities

*External audit*

Advise on the effectiveness and resources of the external auditors, review their plansand findings and ensure there is coordination with the annual programme of internal scrutiny.

*Internal scrutiny*

Examine and review all systems and methods of control both financial and other wise and ensure the Trust is complying with the Department for Education's overall requirements for internal scrutiny.

*Risk analysis and management*

Oversee and review the Trust's risk register and commission audit work which is objective and

independent, covering systems, controls and transactions and tailored to the Trust and its risks.

*Organisational culture*

Encourage a culture whereby each individual feels that they have a part to play in guarding the probity of the Trust and can take any concerns or worries to an appropriate member of Executive Leadership Team or in exceptional circumstancesdirectly to the BoT.

*Premises*

Oversee the effective use of premises and resources

*Estates and Health and safety*

Ensure compliance with health and safety regulations and promote a safe environment for all.

**Work plan**

The items listed are not exhaustive and the Committee should operate in accordance withthe Trust's scheme of delegation.

| **Meeting** | **Item** |
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| Autumn 1 | Review and recommend to the BoT the trustees' report, financial statements and internal scrutiny report |
| | Review the risk register. |
| | Discuss the programme of internal scrutiny |
| | Receive an update on changes to the Academy trust handbook |
| | Discuss and recommend to the BoT the appointment of the chair |
| | Discuss and recommend to the BoT the terms of reference |
| | Discuss premises and health and safety priorities |

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| Autumn 2 | Review the external auditor's findings |
| | Review the risk register |
| | Auditors to attend meeting |
| | Agree the programme of internal scrutiny |
| | Review and approve statutory polices:<br>• MAT Emergency Paln |
| Spring 1 | Review the actions taken by LAT in response to the external auditors' findings (Price Bailey). |
| | Discuss and recommend to the BoT the appointment/re-appointment of the external auditors |
| | Receive updates/reports/actions from the programme of internal scrutiny/cyber security/ health and safety |
| | Review the risk Register |
| | Review and approve statutory polices:<br>• Data Protection |
| Summer 1 | Review the risk register |
| | Receive updates/reports/actions from the programme of internal scrutiny/cyber security/ health and safety |
| Summer 2 | Receive and approve the external auditor's Plan |
| | Receive updates/reports/actions from the programme of internal scrutiny/cyber security/ health and safety |
| | Consider and discuss internal scrutiny priorities for the following year |

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| | Contract Registers |
| | Review and approve statutory polices:<br>• Health and Safety<br>• Premises management documents<br>• Whistleblowing<br>• Risk Assessment |

Pending Approved by: Board of Trustees, September 2026