



RISKS & RESOURCES COMMITTEE

Terms of Reference

Membership

Membership to be decided at the start of each academic year. The committee will self-appoint a committee Chair, Vice Chair and Audit & Risk link Trustee. The Full Governing Board Chair or Vice Chair, Headteacher and School Business Manager should attend.

If in addition, the Deputy Headteacher attends this committee, they should not be present for Audit & Risk items. The Headteacher as ex-officio Trustee, and School Business Manager will not have voting rights for these Audit & Risk items.

Quorum

The quorum is a minimum of 3 Trustees of the agreed membership.

Clerking & Minutes

The Governance Professional will provide professional clerking. The Governance Professional will circulate the minutes and actions of all meetings Trustees of the Committee. The agenda and papers for submission will be issued not later than 5 working days before the meeting. Items for the agenda should be sent to the Chair and Governance Professional in advance of the agenda being issued.

Meeting Frequency

The committee will meet 5 times per year. In circumstances where a decision is required in a timely fashion an interim meeting may take place.

Conflict of Interest

This will be a standing item on each agenda, allowing members to declare any interest in items being discussed and changes to business interests declared annually.

Role of the committee

Overseeing the financial performance of the Academy Trust and making sure money is well spent. Agreeing and reviewing the strategic risk register and monitoring the Academy Trust's mitigation actions through the audit of key areas which may be financial and non-financial areas. Overseeing the strategic vision for the Academy Trust's estate and physical resources in its entirety.

Statutory Policies and Compliance

This committee is responsible for reviewing all statutory policies relating to the Academy Trust's Estate, Premises, Finance, Pay, Audit and Risk matters, as per the maintained list of statutory policies.

Finance

In this area the committee, at a minimum, should undertake annually to:

1. Receive and consider estimates of expenditure from the Academy Trust's other committees.
2. Advise the Full Governing Board on financial strategy and policy within the resources available.
3. Receive, consider and present to the Full Governing Body annual estimates of the Academy Trust's budget.
4. Keep under review staffing costs of the Academy Trust and recommend to the Full



RISKS & RESOURCES COMMITTEE

Terms of Reference

- Governing Body the financial limits for salaries within the Academy Trust's budget.
5. Receive and approve significant variations to the annual budget proposed during the year.
 6. Review the Academy Trust's Financial Procedures Manual and financial limits set therein.
 7. Establish and review the Academy Trust's policy on charging and remissions.
 8. Monitor the performance of all significant contracts.
 9. Pay due regard to content of the Academy Trust Handbook.

Resources

In this area the committee, at a minimum, should undertake annually to:

10. Receive reports on the condition of the estate, premises and grounds both internally and externally.
11. Review policy for repair and maintenance, including planned maintenance and the level of funding required for unplanned maintenance.
12. Review the plans for the improvement of the estate, premises and grounds as part of the Estate Vision and Asset Management
13. Monitor energy conservation matters.
14. Monitor performance on competitive tendering contracts and service level agreements concerned with the estate. This will include discussion of whether this should be an in-house or an external service.
15. Monitor the arrangements for lettings and the annual lettings performance.
16. Review emergency plans.
17. Monitor the Academy Trust's Health and Safety, Compliance and Accessibility Policies.
18. Monitor security arrangements for the estate, and consider strengthening the Academy Trust's Safeguarding arrangements.
19. Monitor the progress of any bids for capital funding.
20. Consider and make recommendations to the Full Governing Body on insurance matters.
21. Contribute to the relevant sections of the School Development Plan.

Audit

In this area the committee, at a minimum, should undertake annually to:

22. Oversee the Academy Trust's risk register and, with the advice of the Headteacher/School Business Manager/Internal Scrutineer, conduct a regular review of risks.
23. Take delegated responsibility on behalf of the Full Governing Body for examining and reviewing all systems and methods of control, both financial and otherwise, including risk analysis and risk management; and for ensuring the Academy Trust is complying with the overall requirements for internal scrutiny, as specified in the Academy Trust Handbook.
24. Agree an annual programme of internal scrutiny for checking both financial and non-financial systems, controls, transactions and risks, ensuring that there is adequate objective and independent assurance.
25. Advise the Trustees on the adequacy and effectiveness of the Academy Trust's systems of internal control and governance processes, securing economy, efficiency and effectiveness (value for money).
26. Consider the appropriateness of executive action following any audit review and to advise senior management on any additional or alternative steps to be taken.
27. Advise the Full Governing Body on the appointment, reappointment, dismissal and remuneration of external auditors.



RISKS & RESOURCES COMMITTEE

Terms of Reference

28. Monitor the effectiveness and review the findings of the external auditors and agree any action plan arising from it.
29. Ensure there is co-ordination between internal scrutiny and external audit and any other review bodies that are relevant.
30. Consider the reports of the auditors/scrutineers/inspectors and, when appropriate, share these reports with the Full Governing Board.
31. Encourage a culture within the Academy Trust whereby each individual feels that they has a part to play in guarding the probity of the Academy Trust and is able to take any concerns or worries to an appropriate member of the management team or in exceptional circumstances directly to the Chair of Trustees.
32. Provide minutes of all Committee meetings for review at Full Governing Board meetings.

Approved by the Board of Trustees: 16th September 2025	
Adopted by the Risks and Resources Committee: 14th October 2025	Next review date: 9th December 2025