



Committees	Initially, the Trust will instruct two Committees: Finance, Audit and Risk; Standards
Authority	The Committees are responsible to the MAT Board of Trustees and are authorised to lead development in and maintain an overview of these key functions across the five academies. They are authorised to request information from the CEO, CFO, Headteachers and Local Governing Bodies to assist their work and to obtain any legal or independent professional advice it deems necessary to support this. Any decision can only be taken in accordance with the Scheme of Delegation and delegated powers. These Terms of Reference are adopted by the MAT Board and may only be amended with the approval of the MAT Board.
Membership	The membership of both Committees shall be reviewed annually by the MAT Board of Trustees. Each Committee will elect a chair from within its own membership. Each Committee may invite non-voting participants, as associate members, to attend meetings as and when required, in particular the schools' headteachers, who are also welcome as observers. Trustees will be a designated member of one or both Committees, but may attend either Committee at any time.
Quorum	The quorum for both Committees shall be three trustees. Decisions to be made by Committee meetings shall be determined by a majority of votes of trustees present. Where this is equal, the chair has a second or casting vote.
Meetings	The Clerk to the Committee shall be responsible for convening meetings. Procedures of any meetings held must be minuted and these minutes circulated within five working days and presented at the next MAT Board Meeting. The Committee shall meet at least once per term and otherwise as required.
Responsibilities	Each Committee's work shall relate directly to the strategic aims, objectives and plans of the MAT and reflect the context and needs of the five schools. Committees will report to the Trust Board all decisions taken in accordance with the Scheme of Delegation. The specific remit for each Committee is as follows:

<p>Finance, Audit and Risk Committee</p>	<p>Aims with regard to Finance:</p> <p>To fulfil its responsibilities as set out in these Terms of Reference in line with the Academies Financial Handbook, the Trust’s Financial Scheme of Delegation, Financial Regulations and in compliance with the Funding Agreement with the Secretary of State of Education;</p> <p>To ensure sound management of the Trust’s finances and resources, including proper planning, monitoring, probity and value for money;</p> <p>To monitor the annual estimates of income and expenditure and financial forecast for the Trust and its Academies;</p> <p>To monitor revenue finances of the Trust and its Academies and advising the Trust Board on progress to achieving its financial objectives;</p> <p>To monitor policies relating to finance, staffing and buildings, including Safeguarding/Health and Safety, capitalisation, depreciation, treasury management, investment and borrowing;</p> <p>To monitor the acquisition or disposal of land to be used by the Academies and all major site development projects;</p> <p>To approve all academy budgets and ensure a three-year projection is maintained for forward planning;</p> <p>To review the management accounts of the Trust, and to advise the Trust Board on the year end accounts;</p> <p>To consider all strategic matters with financial implications concerning sponsorship of Academies, including ensuring a full due diligence programme is undertaken to advise the Trust Board on future academy membership;</p> <p>To review the Financial Regulations and key policy, e.g.Charging, on an annual basis;</p> <p>To consider any relevant legal and contractual documentation operating within the Articles of Association, Scheme of Delegation, Funding Agreement and Financial Regulations.</p> <p>To advise the Board on the effectiveness of risk management, internal control and Value for Money systems and frameworks.</p>
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Aims with regard to Audit and Risk:

To advise the Board and Accounting Officer on the adequacy and effectiveness of the Trust's governance, risk management, internal control and value for money systems and frameworks;

To maintain a Strategic Risk Register and monitor the different elements of the Risk Management Policy including Health and Safety, buildings and insurance;

To advise the Board on the appointment, re-appointment, dismissal and remuneration of the external auditor.
To monitor regularly outstanding audit recommendations from whatever source and ensure any delays to agreed implementation dates are reasonable;

To advise the Board on the need for and then, where appropriate, the appointment, reappointment, dismissal and remuneration of an internal auditor or other assurance provider. To advise the Board on an appropriate programme of work to be delivered by independent assurance providers. This programme of work should be to be derived from the Audit & Finance Committee's regard of the key risks faced by the Trust, the assurance framework in place and its duty to report to the Board;

To receive reports from the external auditor, internal auditor, the ESFA and other relevant bodies and consider any issues raised, the associated management response and action plans;

To review the Trust's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.

To receive and approve policy documents in line with the Policy Control Document to ensure common practice.

Aims with regard to Staffing:

To advise the Trust Board on specific remuneration packages for the executive and central staff, as well as staffing structures in the individual academies to ensure that staff are fairly rewarded in relation to their individual contributions to the Trust's overall performance;

To demonstrate to the public that the pay of senior staff is set by a committee which has no personal interest in the outcome of its decision and which gives due regard to the interests of the public and of the financial health of the Trust;

The committee shall hold oversight of the pay and conditions of service of all employees of the Trust.

	<p>Aims with regard to Safeguarding:</p> <p>To review the safeguarding environment, receiving updates on site security for all academies;</p> <p>To ensure audits are undertaken with regard to Safeguarding practice across the academies to ensure students are safe.</p> <p>To advise the Trust Board with regard to compliance with latest legislation and guidance,</p> <p>Aims with regard to Health and Well-Being:</p> <p>To take a strategic view of planning to deliver the best support for the health and well-being of all students and staff, maintaining a safe and healthy workplace;</p> <p>To review the Health and Safety policy and ensure compliance with H+S regulations;</p> <p>To ensure a successful induction programme for all staff, including key guidance on safety, safeguarding and well-being;</p> <p>To oversee all Equality-related policy, to ensure equality of opportunity for all staff and students;</p> <p>To monitor Critical Incident Response and ensure training and awareness is high profile.</p>
<p>The Standards Committee</p>	<p>Aims with regard to Standards:</p> <p>To monitor the overall performance of each of the academies and advise the Trust Board on performance data on attainment and achievement for all of the Trust’s academies, reviewing outcomes, identifying significant changes in performance and emerging trends;</p> <p>To approve targets set for whole-school and MAT-wide specific student groups’ performance and to monitor progress towards improved achievement;</p> <p>To monitor inclusion data to ensure all pupils’ needs are met, including Special Educational Needs and Disabilities (SEND) and the Disadvantaged, as well as attendance, exclusions and social data;</p>

Aims with regard to School Improvement:

To monitor and review the achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted framework, providing challenge and recommending remedial actions where required in line with the MAT School Improvement Strategy.

To monitor academy contextual data and trends to support the management of risk;

To undertake an active role of challenge and support through the School Self-Evaluation cycle, ensuring annual review of key data through FFT, ASP and IDSR informs the School Improvement Strategy and to quality assure improvement and intervention strategies and plans;

To receive progress reports on the implementation of post-Ofsted action plans and any other formal evaluation reports related to the quality and achievement of learning across the Trust, to further inform and develop the Trust's improvement plans and strategies;

To monitor the Teaching School's capacity and its performance against the Key Performance Indicators (KPIs).

Aims with regard to the Curriculum:

To ensure the Academies' statutory requirements are met in relation to all curriculum-related issues;

To review the Trust's policies in relation to its Curriculum Statement, reviewing the curriculum offer and quality of provision across the Trust's academies.

To promote cross-phase and cross-academy working to ensure the best range and quality.

Aims with regard Leadership and Governance:

To monitor standards of Leadership and Governance, ensuring LGBs have the range of skills to support the Scheme of Delegation and their continued effectiveness.

	<p>Aims with regard to Safeguarding:</p> <p>To review Safeguarding policy and practice and advise the Trust Board with regard to compliance with latest legislation and guidance.</p> <p>To ensure that staff appointments are made in conjunction with Safer Recruitment guidance and staff receive regular and up-to-date training to undertake effectively their defined roles related to Safeguarding.</p> <p>Aims with regard to Community:</p> <p>To monitor community engagement and MAT profile in the locality to support the Trust’s community vision.</p> <p>To review Admissions across the MAT to ensure accessibility and promote the Trust’s values of educational continuity.</p>
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These Terms of Reference were discussed and approved by Trust Board on 26.3.18, signed _____, Chair of Trustees.