

WYVERN ACADEMY

AUDIT, RISK and HEALTH & SAFETY COMMITTEE

TERMS OF REFERENCE 2023.24

The trustee board establishes the Audit, Risk and Health & Safety Committee to have oversight of the trust's finances, internal scrutiny and health procedures and compliance.

The Audit, Risk and Health & Safety Committee must:

- Oversee and approve the trust's programme of internal scrutiny.
- Ensure that risks are being addressed appropriately through internal scrutiny.
- Report to the board on the adequacy of the trust's internal control framework (this includes financial and non-financial controls and management of risk).
- Ensure the academy complies with the law in respect to matters pertaining to health and safety and ensure that any issues with regard to this are communicated to the full trustee board.
- Ensure that the risks and supporting / associated policies and procedures relating to financial, health and safety are monitored and fully understood
- Review and provide input on audit activities as appropriate and when necessary

The Audit, Risk and Health & Safety Committee will:

- Agree an annual programme of work to deliver internal scrutiny
- Review the ratings and responses on the risk register to inform the programme of work, making sure checks are adjusted as appropriate each year.
- Agree who will perform the work.
- Monitor and review information about health and safety and report according to statutory requirements.
- Monitor and review the adequacy of health and safety communication and publicity within the workplace.
- Monitor the effectiveness and compliance of health and safety training.
- Monitor procedures for school risk assessments and receive reports on the risk assessment review cycle.
- Continuously monitor all arrangements for health and safety for all on-site, off site and out of hours provision, including lettings and revise them when necessary.
- Receive reports in relation to site maintenance and safety, including fire safety procedures and reports in relation to fire safety drills and the outcomes of these, the hydrotherapy pool operation procedures, the safety checking and maintenance of vehicles owned by the academy and safety audit reports/near misses.
- Receive reports in relation to accidents and injuries sustained on the school premises.

The Audit, Risk and Health & Safety Committee will Consider:

- Reports at each meeting from those carrying out the work
- Progress in addressing recommendations
- Outputs from other assurance activities by third parties, including Education and Skills Funding Agency (ESFA) financial management and governance reviews, funding audits and investigations.
- Have to access to, and consider the quality of, the external auditor and those carrying out internal scrutiny.
- Health and Safety issues which have implications for finance and personnel decisions and to make recommendations to the relevant committees or the trustee board.
- Reports and factual information provided by HSE inspectors, environmental health officers and any other applicable bodies
- Consider and advise the trustee board on standards and other matters relating to the school's health and safety procedures, including matters relating to first aid, medicines, fire safety, risk assessments and site issues.

The internal scrutiny the committee directs must be:

- Independent and objective, and so **not** performed by the accounting officer, CFO or other members of the senior leadership or finance team
- Done by someone 'suitably qualified and experienced and able to draw on technical expertise as required (a firm cannot provide your trust with both internal and external audit services).
- Covered by a scheme of work set and agreed by the audit and risk committee, and informed by risk
- Timely, with work spread appropriately over the year so higher risk areas are reviewed in good time
- Shared with all trustees promptly

It **must** also:

- Include regular updates to the audit and risk committee from the person or organisation carrying out the work, including:
- A **report** of the work to each audit and risk committee meeting (this should include recommendations where appropriate to enhance financial and non-financial controls and risk management.
- An **annual summary report** for each year ended 31 August to help the committee consider actions and assess year-on-year progress. It should outline the:
 - Areas reviewed
 - Key findings
 - Recommendations
 - Conclusions

Report to the ESFA

The trust **must**:

- Confirm which internal scrutiny option is applied and why, in its **governance statement** (this accompanies the annual accounts). The outcome of the scrutiny must inform the accounting officer's statement of regularity in the annual accounts
- Submit its **annual summary report** of the areas reviewed, key findings, recommendations and conclusions to the ESFA with the audited annual accounts by **31 December**
 - Whoever carried out the internal scrutiny work will have presented this report to the committee already (see the top of the section above titled 'what does internal scrutiny involve')
 - If your trust uses additional individuals/organisations with non-financial specialist knowledge, it should reflect their findings, recommendations and conclusions as part of the summary document
 - The trust **must** also provide the ESFA with any other internal scrutiny reports if requested

Membership

These terms of reference agreed by the trustee board	07.07.23
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Disqualifications: Staff trustees, Chair of trustees cannot be the chair of this committee

Name of Trustee/Advisor	T/A	Date Appointed to the Committee
Helen Hunt	T	07.07.23
Steve Offord	T	07.07.23
Katherine Seymour	T	07.07.23
Chris Adams	T	07.07.23
Richard Holt	A	07.07.23

Chair of the Committee	Kevin Floyd
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Clerk to the Committee	Kathryn Schofield
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Quorum	3
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Date Committee Established	07.07.23
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Date of next review	AGM July 2024
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