

University of Birmingham School Audit Committee Terms of Reference			
Review Frequency	Annually	Review Date	November 2023
Governing Committee Responsible	Audit Committee	Next Due	November 2024
Governor Approval (date)	22 November 2023		
Staff Responsible	Colin Townsend		

Appointment, Procedure and Quorum

1. Up to **four** Governors shall form the Committee and these shall be appointed annually by the Board of Governors at its first normal meeting in each school year. The Committee may also choose to co-opt up to two external members.
2. **The Governing Body shall elect a Chair, or the Committee shall elect its own Chair at the first meeting in each school year**, and they shall hold office, provided they remain a Governor and member of the Committee until the appointment of their successor. No person employed at the School may be the Chair.
3. The Principal and the Chair of the Board of Governors shall be invited and entitled to attend. They shall not be members of the Committee.
4. Any question coming before the Committee shall be decided by a majority of members present and voting except that, in the case of an equality of votes, the Chair shall have a casting vote. A vote should only be taken if a majority of members present are Governors.
5. The Committee shall determine its own dates of meetings but meet at least once a term. This does not preclude further special meetings which, with the agreement of the Chair of the Committee, may be arranged at any time between scheduled meetings. Alternatively, any three members may requisition a meeting.
6. Meetings shall be called by the Clerk to the Governors or their representative in writing and/or by email, giving seven clear days' notice and a copy of the agenda of the meeting. Proposals or reports involving questions of substance shall be in writing and circulated with the agenda.
7. Minutes of the meetings shall be kept and, except for Minutes which the Committee determines to be confidential, shall be circulated to the next Meeting of the Governing Body.
8. The quorum for the Committee shall be **two** Governors.

Terms of Reference

1. Risk Management and Internal Control

The Audit Committee shall:

- Gain assurance that the School's risk management, control and governance arrangements are adequate and effective.
- Monitor implementation and maintenance of the School's risk management plan; this includes the establishment of the School's Risk Register and monitoring of the key risks, reporting any changes to the Board of Governors.
- Review the effectiveness of the School's systems of internal control and advise the Board of Governors accordingly.

- Adopt and keep under review the School's contingency plans and the Crisis and Business Continuity Policies.
- Keep under review the School's procedures and policies for Whistleblowing, and staff conduct.

2. Internal Audit

The Audit Committee shall:

- Consider and advise the Board of Governors on the appointment and terms of engagement of the internal audit services, ensuring best value for money.
- Consider and advise the Board of Governors on the internal audit service's audit risk assessment strategy.
- Consider the major findings of internal audit investigations and management responses.
- Promote and secure appropriate co-ordination between the internal and the external auditors.
- Advise the Board of Governors on the internal audit plan and progress against it.
- Monitor the implementation of audit-based recommendations.
- Advise the Board of Governors on whether it should approve the internal audit annual report.
- Establish and monitor appropriate performance indicators to measure the effectiveness of the work of internal audit and advise the Board of Governors accordingly.
- Consider the adequacy of resources for internal audit.

3. Financial Oversight

The Audit Committee shall:

- Adopt and monitor the implementation of the School's financial regulations, controls and procedures including the procurement policies.

Reporting

1. The Audit Committee shall report to the full Board of Governors after each meeting. A copy of the Committee minutes, or an appropriate summary covering key points, will normally suffice.
2. The Committee shall prepare an annual report for the Board of Governors covering the academic year. It shall detail any significant events up to the date of preparation of the report and include the Committee's opinion on the adequacy and effectiveness of the School's arrangements for:
 - risk management, control and governance; and,
 - economy, efficiency and effectiveness.

This opinion should be based on the information presented to the Committee.

Standing Items

1. Declarations of Interests
2. Risk Register
3. Policy Review
4. Regulatory updates including from the ESFA and the annual Academy Trust Handbook
5. Freedom of information (FOI) and subject access requests (SAR) reporting