

LINK Academy Trust

Board of Directors

Audit Committee: Constitution and Terms of Reference

1. **Constitution**

The Board of Directors of the LINK Academy Trust has established the Audit Committee. The Constitution and Terms of Reference should be reviewed annually; any amendments must be approved by the Board of Directors.

2. **Membership**

The Board of Directors will appoint a Director to chair the Audit Committee. Membership will include not less than three Directors. The quorum shall be two Directors.

3. **Attendance at Meetings**

The Chief Executive Officer will attend meetings as an officer; the Chair may invite other officers to attend according to the agenda and business to be discussed.

4. **Frequency of Meetings**

The Audit Committee will normally meet three times per academic year.

5. **Authority**

The Committee is authorised to approve expenditure within the levels agreed by the Board of Directors, in accordance with the LINK Academy Trust's Financial Regulations, funding bodies' and other legal requirements.

6. **Duties**

In accordance with the Companies Acts, Charities Acts, the Academies Financial Handbook and the Academy's Scheme of Delegation, the Audit Committee has the following duties:

6.1 **External Audit Service**

6.1.1 To conduct the arrangements for periodic testing of the External Audit Service and to make recommendations to the Board of Directors on the appointment of suitably qualified accountants.

6.1.2 To review the timely completion of agreed recommendations for improved operations and to advise the Board of any inhibitors.

6.2 **Internal Audit Service**

6.2.1 To conduct the arrangements for periodic testing of the Internal Audit Service and to make recommendations to the Board of Directors on the appointment of suitably qualified accountants.

6.2.2 To review the timely completion of agreed recommendations for improved or enhanced operations and to advise the Board of any inhibitors.

6.3. **Education Funding Agency**

6.3.1 To review reports by the Education Funding Agency on the operation of the Academy and to ensure that any recommendations for improvement are followed up and implemented within an appropriate timescale.

6.4 **Fraud**

To initiate and oversee any arrangements into alleged fraud and to report findings to the appropriate authority.

6.5 **Public Interest Disclosure (Whistleblowing)**
To review arrangements by which staff of the company may, in confidence, raise concerns about possible improprieties in matters of financial reporting or other matters. The Audit Committee should ensure that arrangements are in place for the proportionate and independent investigation of such matters and that appropriate follow-up action takes place.

6.6 **Risk Management**
To ensure that appropriate arrangements are in place for the management of external and internal risks and that an identified person is responsible for overseeing the arrangements to mitigate such risks.

The Audit Committee will review the detail of the Risk Register not less than twice a year with a view to challenging its accuracy and scope and the adequacy of the mitigating actions.

6.7 **Business Recovery**
The Audit Committee will review the arrangements for establishing normal operation during and after an incident. Examples may include accident, flood, fire, theft, extreme weather, IT disruption, data breach etc.

6.8 **Health and Safety**
The Audit Committee will review the arrangements for the health and safety of pupils, staff, visitors and others on any Link Academy premises and on external visits to ensure these comply with the Management of Health and Safety at Work Regulations 1999 and any subsequent legislation.

6.9 **Compliance Testing**
The Audit Committee will review and test the arrangements for the periodic testing in respect of:

- Portable Appliances and other electrical systems
- Data Protection
- Disclosure and Barring Service
- Legionella and other relevant checks
- Compliance with local authority environmental arrangements and the championing of good environmental practice.

7. Communication and Reporting Procedures

The Minutes of the Committee will be circulated to the next meeting of the Board of Directors. Once approved but subject to any items deemed confidential, the Minutes will be made available to the schools within the Academy.

8. Clerking Arrangements

The Clerk to the Board of Directors will be the Clerk of the Committee

Approved by the Board of Directors: 6 March 2017

This supersedes all previous versions.

Revised version SH 27/11/17

Approved by Directors 11/12/17