



Come as you are and leave as a champion

Scheme of Delegation Policy

Approved by:

Chair of Trustees - Laura Austen

Date: 27th February 2020

CEO – Lynne Bennett

Next review due by:

July 2020

Vision of the Trust

Our Ethos: *'Come as you are and leave as a champion'*

Our mission and purpose: We are an aspirational trust committed to ensuring that all pupils within our care fulfill their true potential. Our mantra is all about achieving better outcomes for every pupil that enters each of our schools. Our communities are built upon trust, tolerance and an appreciation of diversity and equality, each stakeholder working together and sharing success for all.

We wish to create a partnership of schools that collaborate together to enhance and enrich the lives of young people where there are no limits to what they can achieve, where excellence is a way of life.

Our aims:

- The trust will deliver outstanding learning opportunities both within and beyond the school day always looking at ways of further enhancing the quality of educational provision.
- Deliver a creative and inspiring curriculum which is pertinent to the needs of the pupils.
- Embrace creative and innovative teaching and learning opportunities
- To provide a happy, stimulating and creative learning environment that caters for the needs of all pupils.
- Promote the spiritual, moral, social, emotional and cultural development of all learners in a collaborative and trusting culture where honesty and integrity are key indicators of success.
- Provide an aspirational culture where each school refuses to accept any form of barrier to achievement.
- To provide the opportunity for all young learners to fulfil their real potential, broaden their horizons and become active, prosperous and successful citizens in the world around them.
- To ensure that all our pupils offer themselves as good role models for future generations and citizens and where necessary develop leadership roles.

Introduction

This scheme identifies the key decisions that are required in connection with the overall governance and management of the Creative Learning Partnership Multi-Academy Trust and the individual academies within it and should be read in conjunction with the Terms of Reference for Local Governing Bodies (LGB), the Articles of Association of the Academy Trust and the Academies Financial Handbook 2019. The scheme is reviewed by Trustees at least once per year and is subject to modifications made by the Trustees from time to time.

The bodies identified in the Scheme are as follows:

Members - accountable for:

- Are subscribers to the trust's memorandum of association
- Amending the articles of association
- Appoint new members and remove existing members and trustees
- Appointing the trust's auditors and receiving the trust's audited annual accounts
- Issue direction to the trustees to take a specific action
- Have power to change the company name and ultimately wind it up

The Trust has five members to provide a more diverse range of perspectives, ensures members can take a decision via special resolution without required unanimity

Trustees - accountable for:

- Managing the business of the academy trust
- Ensuring clarity of vision, ethos and setting the strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of the staff
- Overseeing the financial performance and ensuring effective financial performance of the organisation and making sure it's money well spent.

The Trustees will apply the highest standard of conduct and ensure robust governance. The chair of the Trustees is responsible for ensuring the effective functioning of the board and for setting professional standards of governance and accountability.

The Board of Trustees has ensured robust governance and effective financial management. The Trust board has established, a finance and general purposes committee (Appendix 1) and an audit committee (Appendix 2). The committees then report to the Board of Trustees for final ratification. The finance committee is where the Board has delegated financial scrutiny and oversight. The audit committee is responsible for

directing the trusts programme of internal scrutiny and reporting to the board on the adequacy of the trust's financial and other controls and management of risks.

The Board of Trustees have appointed a Chief Executive Officer (CEO), who is the accounting officer Lynne Bennett. The appointment of an accounting officer for the Trust does not remove the trustees responsibility for the proper conduct and financial operation of the Trust.

The board of Trustees have appointed a Chief Financial Officer who is the Trust's finance director, whom responsibility for the trust's detailed financial procedures is delegated. The Chief Operating Officer has been appointed to ensure that the Trust is compliant with the Academies financial handbook 2019.

The Board of Trustees also maintains Local Governing Bodies for each of the Academies within the Trust (Terms of Reference are available for the Local Governing Body committees and the full governors). The Local Governing Body provides strategic questioning of the operational level of the academy and makes recommendations to the Trust. The desire to remain with Local Governing Bodies is to ensure the local community continues to have a say on the strategic direction of each academy. The Local Governing Bodies have Trustees present who are key lines of communication to the Board of Trustees and who represent the Trust's interests at the Local Governing Body.

All of the committees and structures of the Creative Learning Partnership Trust are published on the Trust's website www.creativelrng.com.

It is the Creative Learning Partnership Trust's stated intention and preference that:

- The Trust and the LGB's will work collaboratively and in partnership at all times.
- The Trust will make decisions on matters related to all the academies in the Trust. LGB's will make decisions within their powers of delegation on matters which affect individual academies and make recommendations to the Trust and the Headteacher of the Academy.
- The Trust will put into place effective arrangements for monitoring and evaluating the performance of LGB's and academies (Annual Review).
- Chairs of LGB's will report regularly and frequently to the CEO after each LGB meeting.

Members of the Local Governing Body agree to:

- Attend such training as is reasonably required by the Trust in order to update and improve the knowledge and skills available within the LGB to fulfil its role in respect of the Academy and as part of the Academy operated by the Trust
- Provide the information required by the Trust in the form indicated in this scheme and its appendices and not to withhold any information which the Trust reasonably requires

- Refer certain decisions to the Trust for approval as set out in this Scheme, and not to act, or to omit any act, in reliance on such a decision prior to obtaining such approval
- To delegate governors to attend meetings (as required) made up of Trustees, the Senior Leadership Team of the Academy and School Improvement Partners, and to assist the Senior Leadership Team.

Note: Whilst this scheme intends to cover all foreseen aspects of responsibility and procedure it is not exhaustive and when in doubt all parties should engage in meaningful consultation before acting, in order to ensure that the Trust meets the regulations as set out in the Academies Financial Handbook 2019.

**The Creative Learning Partnership Trust
Scheme of Delegation - Strategy**

Strategy	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
CLPT organisational strategy		Agree on strategy	Implements strategy	Provides financial advice and assistance in developing strategy			
Other schools - intention to join CLPT		Recommends and approves which schools join the Trust	Undertakes due diligence and reports on this to Board	Provide due diligence in relation to potential new schools			
Agreement to new sponsors joining CLPT		Approve who joins the Trust	Ensures the conversions are implemented.				
School improvement plans			Approve Quality assures development planning across the MAT		Delegated authority for approval and monitoring of school improvement plans, reporting exceptions to the Board	Responsible for development and delivery of school improvement plans	

**The Creative Learning Partnership Trust
Scheme of Delegation - Governance**

Governance	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Appointment and removal of Members	Approve						
Appointment and removal of Trustees	Approve	Recommendations to Members	Recommendations to Trustees				
Articles of Association	Amend and approve						
Terms of reference for sub committees and LGBs		Approve	Recommendations to Trustees	Recommendations to CEO			
Appointment of Chair of Trustees		Approve					
Appointment of Governors					Approve	Recommendations to LGB	
Appoint Chair / Vice Chair of Governors		Approve	Recommendations to Trustees		Recommendations to CEO		
Removal of Governors					Approve		
Removal Chair / Vice Chair of Governors		Approve	Recommendations to Trustees		Recommendations to CEO		
Appoint and dismiss Clerk of Trustee Board / LGBs		Approve					
Scheme of Delegation		Approve	Recommendations to Trustees	Recommendations to Trustees			
Members/Trustees Indemnity Insurance				Responsible for making arrangements			
Maintenance of business and pecuniary interests registers				Responsible for Members / Trustees register	Responsible for LGB register		
Develop policies and procedures		Approve Trust policies	Make recommendations to Trustees	Development of Trust policies	Approve local policies & procedures. Review & monitor implementation of Trust policies	Development of local policies and recommends to LGB	
Scope of central services of the MAT		Approve	Recommendation to Trustees				

**The Creative Learning Partnership Trust
Scheme of Delegation - Finance**

Finance	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Statutory Reporting							
Annual accounts and reports to funding and regulatory bodies	Receive	Approve	Review	Preparation of year end accounts and recommend to CEO and Trustees			Submit audit file to CFO
Budget Forecast Return: Outturn and Budget Forecast Return		Approve returns	Submits return once approved by Trustees	Prepares return			Submit information to CFO
Other accounting returns				Prepare and submit			
VAT returns			Approve	Prepare and submit			
Systems of Financial Control							
External Auditors	Appoint						
Responsible Officer (RO)		Appoint	Reports to Trustees	Management of appointment process			
Internal financial control systems		Approve and monitor based on RO Reports	Receives report from RO				
Financial Regulations Manual		Approve		Recommendations to Trustees			
Novel, contentious and repercussive transactions		Submit to ESFA for prior approval					
Borrowing (including finance leases and overdraft facilities)		Submit to ESFA for prior approval					
Staff Severance payments – non statutory/non contractual		<£50,000 - Approve >£50,000 - Submit to ESFA for approval	Proposes severance payment in respect of all staff				
Compensation payments		<£50,000 - Approve >£50,000 - Submit to ESFA for approval					
Ex Gratia payments		Submit to ESFA for prior approval					

**The Creative Learning Partnership Trust
Scheme of Delegation - Finance**

Finance	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Write-offs, guarantees, letters of comfort and indemnities		Approval within the delegated limits detailed in AFH 5.19 (up to a max of £250,000) - above requires submission to ESFA for prior approval					
Acquisition and disposal of fixed assets		Freehold Land and buildings - submit to ESFA for prior approval Disposal of other fixed assets - approve					
Disposal of heritage assets		Submit to ESFA for prior approval if value exceeds any limits detailed in the funding agreement					
Operating Leases (excludes land and buildings)		Authority to approve > £35,000	Authority to approve between £15,001 to £35,000 (Second signature required by COO/ CFO)	CFO checks that it is an operating lease	After initial check with CFO that it is an operating lease - authority to approve between £7,501 to £15,000	After initial check with CFO that it is an operating lease - authority to approve between £3,001 to £7,500	
Finance Leases		Submit to ESFA for prior approval					
Taking up a leasehold or tenancy agreement on land or buildings from another party for a term of seven or more years		Submit to ESFA for prior approval					
Granting a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party		Submit to ESFA for prior approval					

**The Creative Learning Partnership Trust
Scheme of Delegation - Finance**

Finance	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Fraud, theft or irregularity exceeding £5,000 individually, or cumulatively in any financial year. Unusual or systematic fraud regardless of value		Notify ESFA (see guidance in AFH 6.10)					
Budget and Management Reporting							
Annual budget		Approve	Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to Trustees	Review of detailed school budget	Preparation of detailed school budget	Preparation of detailed school budget
ESFA budget returns			Approve	Prepare and submit			
Review of management accounts		Accountable for financial position of the CLPT		Review of school management accounts monthly and report to Exec Board & Chair of Trustees. Prepare reports to Trustees 6 times/year	Review termly the school financial position against the budget	Accountable for school financial position	Preparation of monthly management accounts
Establish financial decision levels and limits		Approve limits	Recommend limits to Trustees	Propose limits to CEO			
Approval of expenditure within overall annual budget within schools		Authority to approve > £35,000	Authority to approve between £15,001 to £35,000 (Second signature required by COO/ CFO)		Authority to approve between £7,501 to £15,000	Authority to approve between £3,001 to £7,500	Authority to approve up to £3,000 (Administrator authorisation up to £1,000)
Approval of expenditure within overall annual budget within Trust		Authority to approve > £35,000	Authority to approve up to £35,000 (Second signature required by COO/ CFO)	Recommendations to CEO			
Expenditure and virements above overall annual budget		Approve	Recommendation to Trustees		Recommendation to CEO	Recommendation to LGB	

**The Creative Learning Partnership Trust
Scheme of Delegation - Finance**

Finance	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Authority to make budget virements within overall annual budget			Authority to vire budgets > £7,501 (Trust)	Authority to vire between up to £7,500 (Trust)	Authority to vire budgets > £7,501 (School)	Authority to vire between £3,001 to £7,500 (School)	Authority to vire up to £3,000 (School)
Charging and remissions policy					Approve	Recommend	Propose
Proportion of annual GAG to be retained for Central Services		Approve	Recommends value to Trustees	Proposes value required			
Banking Authority							
Investment of funds		Approve	Recommendation to Trustees	Proposal to CEO re investing funds in accordance with policy			
Approval of BACS payments – online banking				Authority to approve BACS payments above £3,000 (after appropriate authorisation received)			Authority to approve up to £3,000
Bank reconciliations			Authorises monthly reconciliations for Trust account	CFO prepares monthly reconciliations for Trust account		Authorises monthly reconciliations for school accounts	Prepares monthly reconciliations for school accounts
New bank accounts		Trustees authorise opening of new account along with COO		COO authorises opening of new account along with Trustees			
Limits for purchase card accounts (balance to be cleared each month)			Maximum of £3,000 per card	Maximum of £3,000 per card		Maximum of £3,000 per card (includes teachers where applicable)	Maximum of £3,000 per card (includes caretakers where applicable) excludes Catering Manager at James Bateman £4,000 limit

**The Creative Learning Partnership Trust
Scheme of Delegation - HR**

HR	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Staff Policies, Pay and Performance							
Pay and Remuneration Policy (including pay point values)		Approve	Recommendation to Trustees	Review and update policy	Implement trust policy	Implement trust policy	
CEO performance management		Conducted by Chair of Trustees, a further Trustee and an external advisor. Pay committee recommends and Trustees approve					
COO performance management		Conducted by Chair of Trustees, a further Trustee and the CEO. Pay committee recommends and Trustees approve					
CFO performance management		Approve recommendation from review		COO carries out performance management			
Headteachers performance management		Approve	Attends Headteacher Performance Management committee and makes recommendation from this to the Trustees		Headteacher Performance Mgmt Committee carry out review and make recommendation to CEO		

**The Creative Learning Partnership Trust
Scheme of Delegation - HR**

HR	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Teaching staff performance management					Ensure process is followed and approve recommendations	Responsible for carrying out performance management	
Bursars performance management					Ensure process is followed and approve recommendations	Carries out review presents any recommendations to LGB	
Other support staff performance management					Approve as and when necessary	Reviews any recommendations and present to LGB if necessary	Carries out performance management
Performance Review Policy		Approve and implement			Implement within remit		
Pay discretions – according to Pay Policy / Career stage expectations / recommendations from performance review		Approve re Headteachers			Make recommendations in respect of Headteacher / approve re other staff		
Grievance Policy		Approve and implement			Implement within remit		
Whistleblowing policy		Approve			Adopt trust policy		
Changes to employee terms and conditions		Approve in consultation with appropriate Unions / HR Insight	Recommendation to Trustees				
Determining staff compliment within agreed budget					Approve	Recommendation to LGB	
Staff Recruitment / Discipline							
Recruitment and appointment of CEO		Whole process					
Recruitment and appointment of COO / CFO		Appoint jointly with CEO	Appoints jointly with Trustees				

**The Creative Learning Partnership Trust
Scheme of Delegation - HR**

HR	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Recruitment and appointment of Headteachers, Deputy/Asst Heads		Approve and appoint in conjunction with two LGB governors			Two representatives can join the Trustees on the appointment panel		
Recruitment and appointment of teachers and support staff					Approve and appoint		
Disciplinary and capability procedures – CEO / COO / CFO/ Headteachers		Undertake capability / disciplinary procedure (Trust policies, HR Insight advice)	Make recommendations to Trustees		Make recommendations to CEO		
Disciplinary and capability procedures – teachers and support staff			Informs Trustees of any capability / disciplinary procedures undertaken by LGB		Undertake capability / disciplinary procedure (Trust policies, HR Insight advice). Inform CEO		
Suspension / ending suspension / dismissal / dismissal appeal of Headteacher, Deputy/Asst Head		Approve	Make recommendation to Trustees		Make recommendations to CEO		
Dismissal / appeal of dismissal re other staff		Approve	Make recommendation to Trustees		Make recommendations to CEO		
Suspension / ending suspension of other staff						Approve and notify the CEO	
Staff Severance payments – non statutory/non contractual		<£50,000 - Approve >£50,000 - Submit to ESFA for approval	Proposes severance payment in respect of all staff				
Management of staff disputes						Implement	
Early retirement / flexible working requests			Approves requests		Considers requests (seek advice from HR Insight if required)		

The Creative Learning Partnership Trust
Scheme of Delegation – Standards, Curriculum and Target Setting

Standards, Curriculum and Target Setting	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Provision of the school curriculum			Ensures schools are following trust view of the curriculum.		Monitor	Responsible for implementation	
Impact of the curriculum			Measures impact against standards and ethos of the trust			Responsible for implementation	
Achievement / progress targets		Approve	Recommends targets to trustees		Proposes targets to CEO	Responsible for implementation	
Standards of teaching and implementation of curriculum policy			Approve			Responsible for implementation	

**The Creative Learning Partnership Trust
Scheme of Delegation – Academy Operations**

Academy Operations	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Admissions, Structure and Opening Times							
Admissions Policy		Approve			Implement trust policy and ensure published on school website		
Admissions decisions					Decide on admissions in accordance with policy		
Admissions appeals					Approve	Recommendation to LGB	
Published Admission Number (PAN)		Consult re change /approve PAN for each school	Recommends PAN for each school to trustees		Recommend PAN to CEO		
Change of school opening times		Approve consultation and/or implementation	Recommends change to trustees		Refer any proposed changes to CEO		
Changes to extended school provision		Approve consultation and/or implementation	Recommend any change to trustees		Propose any change in provision to CEO		
Setting term dates and inset days		Approve consultation and/or implementation	Recommends change to trustees		Refer any proposed changes to CEO		
Change in age range		Approve consultation and/or implementation	Recommends change to trustees		Refer any proposed changes to CEO		
Emergency Decisions							
Fast acceleration of emergency decisions		Chair of Trustees Power to Act	Approve				

**The Creative Learning Partnership Trust
Scheme of Delegation – Academy Operations**

Academy Operations	Members	Trustees	CEO	COO/CFO	Local Governing Body	Headteacher	Bursar
Safeguarding							
Safeguarding Personnel					Ensure school has Designated Safeguarding lead and Deputy and that contact details are published on website and sent to CEO		
Safeguarding Governor					Appoint and ensure contact details are published on website and sent to CEO		
Safeguarding Trustee – responsible for safeguarding across the MAT		Appoint					
Premises and Insurance							
Insurance policy for buildings, public liability, business interruption across the MAT in accordance with the Articles		Ensure appropriate policies are in place		Procure a trust wide policy			Ensure payment made and insurance company notified of any changes
Maintenance and development of school site and buildings					Develop and implement strategy		
Health and Safety							
Health and Safety Policy		Approve			Ensures compliance with trust policy		
Health and safety regulations		Oversee			Ensure they take place		



Come as you are and leave as a champion

TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSES COMMITTEE

The Board of Trustees has resolved to establish a Finance and General Purposes Committee which will cover Finance, Personnel and Premises. It is responsible to the Board.

The chair, members and secretary of the Finance and General Purposes Committee shall be nonexecutive members and shall be appointed by the Board. The chair shall be a non-executive member of the Board other than its chair.

Trustees who are not members of the Finance and General Purposes Committee should have the right of attendance. The secretary will circulate minutes of meetings of the Finance and General Purposes Committee to all members of the Board.

The Chief Executive Officer (CEO) in her role as Accounting Officer, the Chief Operating Officer (COO) and the Chief Finance Officer (CFO) will normally attend meetings of the Committee.

The Board of Trustees determined at the meeting on 12th January 2017 that the Committee shall meet termly and it was also agreed that quorum is two Trust members.

Authority

The Finance and General Purposes Committee is a working committee that can make decisions on behalf of the Trust Board. It is authorised by the Board to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Finance and General Purposes Committee is authorised to obtain independent professional advice if it considers this necessary.

Duties

The specific duties of the Finance and General Purposes Committee shall be to:

- review the Annual Budget in detail and to make recommendations to the Board;
- review the Multi Academy Trust's (MAT) internal and external financial statements and reports to ensure that they reflect best practice;
- approve the figures in the Budget Forecast Outturn Report, prior to CFO submitting to ESFA
- approve the pay award and Pay Policy
- completion of the School Resource Management Self-Assessment Checklist (SRMSAT)
- consider all relevant reports by the CFO, the appointed external auditor, including reports on the MAT accounts, achievement of value for money and the response to any management letters;
- review any report from the CFO in relation to the operation of the MAT buildings and grounds;
- review new and existing policies relating to the employment and conditions of staff within the MAT and make recommendations to the Board;
- review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors to the MAT, and to make recommendations to the Board;
- review the recommendations of the CEO as to salaries, particularly any discretionary awards;
- review the operation of the MAT code of practice for Trustee members and code of conduct for staff;

- consider any other matters where requested to do so by the Board; and
- report at least once a year to the Board on the discharge of the above duties.

The Board must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- recruitment (including references and police checks);
- performance appraisal and review;
- equal opportunities;
- disciplinary (including absence policies);
- grievance;
- staff expenses.

The Committee should also ensure that procedures are in place to ensure that employees of the MAT are paid for work done in accordance with their contracts of employment with the MAT.

In addition, the Committee must ensure the MAT has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

Reviewed and agreed Board of Trustees 2nd December 2019

THE AUDIT COMMITTEE – TERMS OF REFERENCE

Constitution

The Board of Trustees has resolved to establish an Audit Committee in accordance with the provisions of Article 6 of the Articles of Association to advise the Board on matters relating to the Corporation's audit arrangements and systems of internal control. This Committee will be subject to the provisions of the Standing Orders of the Corporation and its Committees and shall operate in accordance with any requirements of the Education Funding Agency and any other national funding bodies. It is responsible to the Board.

Authority

The Committee is authorised by the Board to:-

i. investigate any activity within its terms of reference. ii. seek any information it requires from the internal audit service, the financial statements auditor, Governors, Committee, plus relevant information from subcontractors and other third parties. iii. obtain external professional advice.

NB. The Board must not add to these terms of reference responsibilities that require the Audit Committee to adopt an executive role, or its members to offer professional advice to the Board. The Audit Committee should seek formal professional opinions from the internal audit service, financial statements auditor or other professional advisers to the Board. Advice should only be given in Committee members' capacity as Trustees and co-optees and only within their terms of reference.

Membership and quorum

The Board may co-opt persons to the Committee who are not Trustees. The Committee shall consist of a minimum of 3 and a maximum of 6 members (of whom at least two shall be Trustees and at least one of whom shall have the relevant skills and expertise). The Chair of the Board and the CEO shall not be eligible for membership. The Committee may include employees of the Academy (other than senior postholders and those with executive responsibilities in the Academy at senior level). 2 of the 3 Trustees represent a quorum.

Chairmanship

The Chair of the Committee shall be appointed by the Board and will normally be a Trustee to allow effective feedback to the Board. If the Chair is absent from a meeting, the members shall choose one of their number to act as Chair for that meeting.

Meetings

- i. The Committee shall meet as necessary but normally at least once per academic year. The Chair or any two members may call a meeting.
- ii. The meetings shall be timely with the work of the Academy's internal audit service and the financial statements auditor.
- iii. Non-members may be invited to attend meetings.
- iv. Other Board members shall not have the right to attend meetings.
- v. The Clerk to the Committee will keep appropriate records of the proceedings.

- vi. The minutes of Committee meetings shall be circulated to all Board members.

Duties

The duties of the Committee shall include:-

- i. responsibility for monitoring the adequacy and effectiveness of the Academy's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
- ii. advising the Board on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the internal audit service.
- iii. advising the Board on the scope and objectives of the work of the internal audit service and the financial statements auditor.
- iv. ensuring effective co-ordination between the internal audit service and the financial statements auditor
- v. considering and advising the Board on the audit strategy and annual internal audit plans for the internal audit service.
- vi. advising the Board on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor, and management's responses to these.
- vii. monitoring, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports and the financial statements auditor's management letter.
- viii. considering and advising the Board on relevant reports by the National Audit Office, the Education and Skills Funding Agency (including those from the local provider financial assurance teams) and other funding bodies and, where appropriate, management's response to these.
- ix. establishing, in conjunction with Academy management, relevant annual performance measures and indicators and monitoring the effectiveness of the internal audit service and financial statements auditor through these measures and indicators and deciding, based on this review, whether a competition for price and quality of the audit service is appropriate.
- x. monitoring the Academy's risk management plan and advising the Board on its adequacy and effectiveness
- xi. producing an annual report for the Board and accounting officer which should include the Committee's advice on the effectiveness of the Academy's risk management, control and governance processes and any significant matters arising from the work of the internal audit service and the financial statements auditor.
- xii. monitoring and advising the Board on any alleged fraud and irregularity in the Academy's financial and other control systems and ensuring that all allegations of fraud and irregularity are properly followed up.
- xiii. being informed of all additional services undertaken by the internal audit service and the financial statements auditors.
- xiv. recommending the annual financial statements to the Board for approval.
- xv. monitoring the effectiveness of the Academy's whistleblowing procedures meeting privately with the Internal and External Auditors.

These Terms of Reference were discussed and approved by the Board of Trustees on 2nd December 2019

Signed: Laura Austen - Chair of Trustees