

**BOARD OF TRUSTEES - EVERY CHILD, EVERY DAY TRUST
TERMS OF REFERENCE**

Audit and Risk Committee (A&R) 2025-2026

Purpose: To provide oversight of, and approve, the trust's programme of internal scrutiny including the output from other assurance procedures to inform the programme of work, such as from external audits or DfE reviews. Additionally the purpose of the committee is to:

- Ensure that risks are being addressed appropriately
- Report to the board on the adequacy of your trust's internal control framework, including financial and non-financial controls and management of risks

Membership:

- Helen Cooper (Chair)
- Han-Ley Tang
- Susan Malcolm
- Max Wong

Attendees:

- Ash Ali (CEO)
- Paul Moralee (DFO)

Quorum: 3 Trustees

Meetings: The committee will meet at least 3 times a year. Minutes of the committee's meetings will be shared with the board and made available to the public.

If the chair is not available for a meeting a trustee from within the group will be appointed by the group to chair that specific meeting.

Policies:

- Anti Fraud and Corruption
- Gifts, hospitality and anti-bribery

Monitoring:

Risk:

- To comply with the Academy Trust Handbook
- Review and report to the Board on the systems of internal controls and policies to ensure compliance with legal, ethical, regulatory and financial reporting requirements.
- The committee shall present to the Board for approval the Financial Scheme of Delegation on an annual basis.
- Review the Trusts high level risks to the Trust's objectives and report any concerns to the Board.
- The Committee will recommend the bank mandate and payment authorisers to the Board for approval in accordance with Section 96 of the Articles of Association.

- Review, monitor and report at least annually to the Board on policies and procedures that management has developed to identify and manage the principal risks of the Trust, including results of the implementation of appropriate systems to monitor these procedures.
- Ensure the adequacy and effectiveness of the system of internal controls in relation to the financial reporting, management information systems and risk management.
- Ensure the adequacy and effectiveness of the policies and procedures in relation to the management of Health and Safety aimed at ensuring the health, safety and wellbeing of all staff, students, visitors, contractors and any others who may be directly affected by ECEDAT's activities.
- Review annually the insurable risks and insurance coverage.
- Monitor the risks and progress associated with any capital programme over £500,000.
- Monitor the local demographics and trends to pupil numbers for the school because of the effect that increases or decreases can have on numbers on roll and budgets.
- Ensure that effective measures are in place to promote equality and diversity in employment across the Trust.
- Review the arrangements for whistleblowing for employees to raise concerns in confidence and ensure that the arrangements are proportionate and include independent investigation of possible wrongdoing and appropriate follow up action.

Audit:

- **Review:**
 - The external auditor's plan each year
 - The annual report and accounts
 - The auditor's findings and actions taken by the trust's leaders in response to those findings
- Assess the effectiveness and resources of the external auditor. The committee may consider:
 - The auditor's sector expertise
 - The auditor's understanding of the trust and its activities
 - Whether the audit process allows issues to be raised in an appropriate and timely way
 - The quality of the auditor's comments and recommendations in relation to key areas
 - The personal authority, knowledge and integrity of the audit partners to effectively interact with, and robustly challenge, the trust's managers
 - The auditor's use of technology
- Report the committee's conclusions to the board of trustees and members annually, including recommendations on:
 - The reappointment, dismissal or retendering of the external auditor
 - The external auditor's remuneration
- Review and recommend to the Board for approval, the annual audited financial statements including the trustee's report of ECEDAT focusing on:
 - any changes in accounting policies and procedures
 - areas involving a significant degree of judgement
 - significant adjustments resulting from the audit
 - the going concern assumptions
 - compliance with accounting standards
 - compliance with legal requirements
 - the clarity of disclosures
 - the consistency of accounting policies from year to year
- Review the findings of the external auditor on the annual financial statements including audit judgments made. Recommend for approval by the Board before submission to the Education and Skills Funding Agency.
- Recommend to the Board the appointment of internal auditors and the terms of engagement.
- Agree all internal and external audit plans and report any key recommendations and control weaknesses to the Board.

Approved by the Board of Trustees on:	8 December 2025
Adopted by the A&R committee on: 24 November 2025	Next review date: September 2026

