



Brighter Futures
Educational Trust

Version Control

V1.1	September 2025	New ToR for the combined committees

TERMS OF REFERENCE

Finance and Risk Committee (FRC)

Purpose

The Finance and Risk Committee (FRC) is responsible for overseeing and monitoring financial, governance, risk management, internal control systems across the schools within the trust. For overseeing and monitoring financial, human resource (HR), health and safety and premises management across the schools within the trust.

Membership

- At least three trustees, including one trustee designated as chair.
- The Executive Headteacher and Head of Finance and Operations shall attend meetings as non-voting advisors, to provide information and participate in discussions.
- Any trustee may observe meetings.
- Additional members may be invited to enhance the skills and expertise on the committee but in an advisory capacity.

Quorum

A minimum of two trustees.

Meetings

The Committee will meet at least four times a year. Minutes of meetings will be shared with the Board of Trustees (BoT).

Responsibilities

External audit

- Advise on the effectiveness and resources of the external auditors, review their plans and findings and ensure there is coordination with the annual programme of internal scrutiny.

Internal scrutiny

- Examine and review all systems and methods of control both financial and other wise and ensure the Trust is complying with the Department for Education's overall requirements for internal scrutiny.

Risk analysis and management

- Oversee and review the Trust's risk register and commission audit work which is objective and independent, covering systems, controls and transactions and tailored to

the Trust and its risks.

Organisational culture

- Encourage a culture whereby each individual feels that they have a part to play in guarding the probity of the Trust and can take any concerns or worries to an appropriate member of Executive Leadership Team or in exceptional circumstances directly to the BoT.

Financial planning

- Develop and recommend comprehensive financial plans aligned with the Trust's strategic goals.

Budgetary control

- Monitor and control budgets to ensure efficient resource allocation and financial sustainability.

Procurement

- Review and advise on procurement strategies to optimise cost-effectiveness and value for money.

HR

- Oversee HR policies, including recruitment, staff development and compliance with employment laws.

Premises and capital expenditure

- Oversee the effective use of premises and resources, including oversight of capital expenditure projects.

Health and safety

- Ensure compliance with health and safety regulations and promote a safe environment for all.

Work plan

The items listed are not exhaustive and the Committee should operate in accordance with the Trust's scheme of delegation.

Meeting	Item
Autumn 1	Review and recommend to the BoT the trustees' report, financial statements and internal scrutiny report
	Review the risk register.



	Discuss the programme of internal scrutiny
	Receive an update on changes to the Academy trust handbook
	Discuss and recommend to the BoT the appointment of the chair
	Discuss and recommend to the BoT the terms of reference
	Receive management accounts
	Review and recommend to the BoT the schedule of financial delegation
	Discuss HR, premises, capital expenditure and health and safety priorities
	Receive an update on changes to the Academy trust handbook
	Review and approve statutory policies: <ul style="list-style-type: none"> • Privacy Notice - trustees and volunteers • Trustee Visits
Autumn 2	Review the external auditor's findings
	Review the risk register
	Auditors to attend meeting
	Agree the programme of internal scrutiny
Spring 1	Review the actions taken by LAT in response to the external auditors' findings (Price Bailey).
	Discuss and recommend to the BoT the appointment/re-appointment of the external auditors
	Receive updates/reports/actions from the programme of internal scrutiny/cyber security
Spring 2	Receive management accounts
	Receive updates on HR, premises, capital expenditure and health and safety priorities
	Review and approve statutory policies: <ul style="list-style-type: none"> • Capability of Staff • Charging and Remission



	<ul style="list-style-type: none"> • Grievance • Disciplinary • Code of Conduct
Summer 1	Review the risk register
	Receive updates/reports/actions from the programme of internal scrutiny
	Receive management accounts
	Receive updates on HR, premises, capital expenditure and health and safety priorities
	Review and approve statutory polices: <ul style="list-style-type: none"> • Accounting, Investing and Rendering • Cash Handling • Gifts and Hospitality • Fraud • Pay and Appraisal including Teacher Pay • Governors & Trustees Allowances & Expenses • Privacy notice - staff
Summer 2	Receive and approve the external auditor's plan
	Receive updates/reports/actions from the programme of internal scrutiny
	Consider and discuss internal scrutiny priorities for the following year
	Receive management accounts
	Review and recommend to the BoT the budget for the following year
	Receive updates on HR, premises, capital expenditure and health and safety priorities
	Contact Registers
	Review and approve statutory polices: <ul style="list-style-type: none"> • Health and Safety • Premises management documents



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| | <ul style="list-style-type: none">• Freedom of information publication scheme• Privacy notices -students• Privacy notices - parents & carers• Whistleblowing |
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Approved by: Board of Trustees, September 2025