

St Chad's Compliance Committee Terms of Reference

Constitution

The Board of Trustees (the **Trust Board**) of St Chad's Academy Trust (the **Academy Trust**) has established a committee of the Trust Board to be known as the Compliance Committee (the **Committee**).
The Committee will report to the Trust Board.

In line with the appointment of the Chair of the Board, the Chair of the Committee shall be appointed on an annual basis at the first meeting of the academic period. The appointment in line with general governance practice should be nominated and seconded by the Committee and ratified by the Trust Board; all decisions will be recorded in the minutes.

Aims and responsibilities

- (i) To maintain effective oversight of the Academy Trust's Compliance functions including but not limited to Governance, Health and Safety, Safeguarding, GDPR, employment law and practice, website and data.
- (ii) To maintain oversight and strengthen the quality of the Trust's compliance function and reporting.
- (iii) To test the robustness of the Academy Trust's management of all areas of compliance.
- (iv) To ensure the Trust is compliant in line with requirements of government and Health and Safety Executive
- (v) To report findings and recommendations termly and annually to the Trust Board in line with the regulatory requirements of all statutory bodies including but not limited DfE, ESFA, ICO, ACAS, NGA, Pensions Regulators and HSE.
- (vi) To ensure that the Trust monitors changes and maintains compliance following regulatory updates.
- (vii) To receive reports on the compliance framework due diligence for any academies looking to join the Trust and make recommendations as appropriate.
- (viii) To receive drafts and assurance from the Trust's Policy and Procedure Working Group and to make associated recommendations to the Trust Board.

Membership

- (i) The Committee will be appointed by the Trust Board and, including the CEO of the Academy Trust, will comprise no more than five and no fewer than three members. A majority of the Committee will be Trustees.
- (ii) The Trust Board will appoint one of the members of the Committee as its Chair (the **Chair**); the Chair of the Committee will not be the Chair of the Board.
- (iii) The Director of Operations should attend to provide information and participate in discussions.
- (iv) A Clerk to the Committee will be appointed.

Voting

The quorum for each meeting shall be one half of the members of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. On an equality of vote the Chair will have a casting vote.

Meetings

- (i) The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Clerk shall specify at the request of any member of the Committee.
- (ii) Meetings can be requested by the external or internal auditors if they consider one necessary.
- (iii) Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than seven working days prior to the date of the meeting.

Authority

- (i) The Committee is authorised by the Trust Board to investigate any activity within its terms of reference or specifically delegated to it by the Board.
- (ii) It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.
- (iii) It is authorised to request any information it requires from any relevant assurance provider.
- (iv) The Committee is authorised by the Trust Board to obtain independent legal or other professional advice (normally in consultation with the Accounting Officer and/or the Trust Board) and to secure the attendance of any person at any Committee meeting with relevant experience and expertise if it is considered necessary.

Duties

- (i) To ensure that all Trust statutory and regulatory obligations are compliant.
- (ii) To monitor and ensure a robust compliance framework for the Trust.
- (iii) To be assured that all Trust policy and practice is in line and compliant with up to date legislation.
- (iv) To review Governance specific policies and procedures for approval and adoption, including but not limited to LAC Handbook and LAC, Trustee, Member induction packages.
- (v) To review all Trust policies, making recommendations, for Trust Board approval.
- (vi) To receive timely and regular reports from the Director of Operations.
- (vii) To receive robust assurances that all academies are operating within regulatory and Trust policies and procedures.
- (viii) To review the effectiveness of Trust management and control systems and make recommendations.

- (ix) To address matters of compliance raised in any audit procedure.
- (x) To receive annual recommendations for updates.
- (xi) To receive assurance on website compliance across the Trust.
- (xii) To monitor the implementation of all relevant Safeguarding Guidance, including but not limited to Keeping Children Safe in Education and any relevant regular updates (e.g., NSPCC; LA Safeguarding Briefings).
- (xiii) To receive a termly update on Safeguarding across the Trust leading to an annual report.
- (xiv) To review the Trust's Safeguarding and Health and Safety statement.
- (xv) To provide minutes of all Compliance Committee meetings for review at Board meetings.

Value for Money

To satisfy itself that adequate arrangements are in place to secure value for money.

Economy, Efficiency and Effectiveness

To assure itself satisfactory arrangements are in place to promote economy, efficiency, and effectiveness.

Annual Report

To prepare an annual report for submission to the Board on the work of the Operations Committee; this will incorporate an opinion on the effectiveness of the internal control systems and the pursuit of value for money.

Review of Terms of Reference; the Board shall review these terms of reference at least every 2 years. Next review scheduled for Nov 2024