

## **Preston Hedge's Academy Trust Terms of Reference**

### **COMPLIANCE COMMITTEE**

**Reviewed by Compliance Committee 18<sup>th</sup> October 2021**

#### **Responsibilities**

1. To maintain an oversight of all aspects of Compliance for the Trust.
2. To report its findings to the Board of Trustees as a critical element of the Trust annual reporting requirements.

#### **Authority**

1. The Compliance committee is a committee of the Trust and is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board of Trustees.
2. The Compliance committee is authorised to
  - request any information it requires from any employee, school, Senior Leader, CEO, Trust Safeguarding Lead or other assurance provider.
  - obtain outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or the Board of Trustees.

#### **Composition**

1. The membership of the committee will comprise a minimum of 3 trustees.
2. Until otherwise determined by the board of trustees, a quorum shall consist of 3 members of the committee.
3. At least one member of the committee should have recent or relevant compliance experience.
4. Staff employed by the trust may be invited to attend the Compliance committee to provide information and participate in discussions but should not be members of the committee, bar the CEO.

#### **Compliance & Safeguarding**

1. To ensure that every aspect of Safeguarding is fully compliant and review any audit outcomes.

2. To review the outcomes of the Trust maintenance and site checks at each meeting.
3. To review the outcomes of the Trust websites, data protection and practise checks biannually.
4. To ensure Data protection is managed effectively across the Trust in line with DPA2018 regulations and appropriate legislation.
5. Ensure all committee policies are regularly reviewed and tested annually.

### **Estates**

1. To ensure the day-to-day maintenance and care of the buildings and facilities used in respect of the Academy is undertaken effectively.
2. To review as requested by the Trust any land or building concerns.
3. To ensure the Trust has a detailed programme of required works for each school.
4. To identify capital projects which could be supported for a CIF bid.

### **Health & Safety**

1. To ensure that all Health & safety legislation is fully applied.
2. To ensure that each academy undertakes an annual externally provided Health & Safety audit. Ensuring that the findings are shared with the Committee.
3. To ensure that each academy has a plan for all routine and required checks

### **Skills & Training**

1. To identify and action any skills or training needs of the committee
2. To ensure that a programme of annual training is in place for the Site teams.

### **Risk Management**

1. Monitoring the Academy's risk management plan and advising the Board on its adequacy and effectiveness.