



Terms of Reference for Governance, Audit and Risk Committee

March 2024



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Chair: An external member

Membership: Principal, Bursar, Senior Tutor, Dean for Discipline, one Trustee, CR President, CR Secretary, two Fellows, an additional external member.

Secretary: The Principal's PA and Executive Administrator

Ex Officio: Chair and Vice-Chair of the Trustee Board

This Committee shall meet once per term, typically in 7th Week.

The Committee is responsible for:

- Agreeing routine audit matters such as the Annual Audit Plan and agreeing when the audit should be retendered, reviewing annually the performance of the external auditors
- Business continuity planning.
- Ensuring regulatory compliance, including data protection
- Managing the risk register and escalating key risks to the Trustee Board on (at least) a termly basis
- Engaging any internal audit function or review that is deemed necessary
- Governance issues and recommending any necessary changes to the Trustee Board
- Health and Safety, including scrutinising all health and safety policies, functional risk assessments and safety critical training and ensuring, through the Director of Estates, that the College's policies are adequate and in place.
- Quality assurance, including reviewing survey returns and other feedback on College facilities and services.
- Reviewing the level of insurance cover and agreeing annually at policy renewal through the Bursar that this is adequate.
- Ensuring compliance with Charity Commission best practice including making sure that training and education is available to all trustees as required.
- Receive at least annually a report from the Dean and consider any recommendations from the Dean for modifications to the College disciplinary regulations before recommending them to Governing Body for approval

The Chair of Trustees will be copied to all meeting papers and may attend and contribute to any meeting of the Committee by right. The Committee may seek to afforce its membership for any specific meeting where a topic is discussed that requires relevant professional or other expertise.