

BERLESDUNA TERMS OF REFERENCE

Finance, HR and Premises Committee

Introduction

1. The Trustees have resolved to establish a Finance, HR and Premises Committee in accordance with the Academies Trust Handbook

Membership

2. Four Trustees, excluding Trustees on the Audit and Risk Committee, CFO and HR Director.

Quorum

3. A minimum of three Trustees (including the CEO)

Meetings

1. The Committee shall meet as and when required but at least 6 times a year.
2. The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
3. The Committee will elect a chair annually. The CEO nor Chair of Trustees will be chair of the Finance Committee.
4. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
5. Meetings will be clerked by the Clerk to the Trust. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number.
6. The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Board of Directors.
7. Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are Trustees.
8. If not members of the Committee, the CEO and the Chair of Trustees shall be entitled to attend any meeting and take part in discussion, but will not have a vote.
9. Committee terms of reference will be reviewed annually by the full Board.

Purpose

1. To act on matters delegated by the full Board of Trustees so as to enable the Board to discharge its statutory responsibility to support and challenge the Chief Executive Officer by ensuring that:

- resources are deployed appropriately in line with the Trust's priorities
- planned levels of financial performance are achieved
- the Trust avoids incurring financial loss and waste

2. To facilitate the Board in setting the academy's budgets and fulfilling its statutory reporting obligations in respect of financial matters.

Terms of Reference

Subject to the requirements of the Academies Trust Handbook and in conjunction with the Scheme of Delegation the committee is authorised:

Finance and Premises

1. To consider the academy's indicative funding, notified annually by the ESFA, and to assess its implications for the Trust, in consultation with the Chief Executive Officer and Chief Financial Officer in advance of the financial year. To draw any matters of significance or concern to the attention of the Board.
2. To consider financial priorities and proposals, in consultation with the Chief Executive Officer & Chief Financial Officer, to meet the stated and agreed aims and objectives of the academy.
3. To consider and recommend to the full Board acceptance/non-acceptance of the academy's budgets.
4. To inform development of the academy's strategic plans through financial decisions. Review and approval of a 3/5 year financial forecast that supports the trusts 3/5 year strategic plan.
5. To consider and approve financial priorities and proposals, in consultation with the Chief Executive Officer & Chief Financial Officer, to meet the stated and agreed aims and objectives of the academy. Where planned expenditure exceeds limits in Financial Regulations Scheme of Delegation, to make recommendations to the full Board.
6. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
7. To monitor monthly income and expenditure against budget plans and consider recommendations from the LGB.
8. To determine and allocate Trust Central Services, including the funding model

9. Review and approval of stewardship of trust assets via Asset Management, Capital Plans and Estate strategies
10. To monitor and review expenditure at least six times a year and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the EFA, drawing any matters of concern to the attention of the Board. Monthly management accounts will be sent to all trustees and there will be agreement with the CFO on the monthly financial management information received by the committee for the trust as a whole and each academy, including financial KPIs/ a financial dashboard.
11. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
12. To prepare the financial statement for filing in accordance with Companies House, ESFA and Charity Commission requirements.
13. To agree and monitor compliance with the Trust Reserves Policy, and monitor trust cash flow, avoiding becoming overdrawn
14. To complete annual financial benchmarking and resource planning as part of ensuring value for money
15. To monitor trust efficiency and value for money across the trust and the impact of spending decisions on outcomes for pupils.
16. To set and monitor procurement policies and processes
17. To monitor financial risks and provide updates on these to the Audit and Risk Committee
18. To monitor trust-wide contracts and renegotiation of these
19. Oversight of the boards responsibility to maintain the trust as a going concern
20. Monitor trust investments
21. To monitor the impact and value for money of CPD.
22. To review the suite of finance related policies to include the Finance Regulations & Scheme of Delegation and recommend to the Board for approval.

HR

1. To review staffing structures
2. To monitor pupil numbers and staff ratios
3. To set Trust Wide HR Policies

4. To set Terms and conditions of employment and approve the staff handbook
5. To hear pay appeals
6. To participate in disciplinary panels
7. To participate in grievances
8. To approve national agreed pay awards
9. Benchmarking of leadership pay of the schools across the Trust.
10. To monitor staff wellbeing and workload
11. To approve policies relating to HR.

Statutory compliance

To monitor compliance with health and safety legislation across the Trust.

Approved by Trustees - Summer 2021

Signed Chairman of Trustees

Signed Chief Executive Officer