



Finance and Resources (F&R)

TERMS OF REFERENCE

QUORUM AND MEMBERSHIP SEE SECTION 2

1. INTRODUCTION

1.1 Humber Education Trust (the “Trust”) is governed by a Board of Trustees (the “Trustees”) who are accountable to the Department for Education and have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of the academies operated by the Trust.

1.2 The following academies are currently operated by the Trust:

Christopher Pickering School

Ganton Special School

Maybury Primary School

Neasden Primary School

St Nicholas Primary School

Between 1.11.17 and 1.4.18 the following schools will join the Trust:

Adelaide Primary School / Broadacre / Clifton Primary School / Gillshill Primary School / Woodland Primary School / Tweendykes Special School / Parkstone Primary School

(each one the “Academy” or collectively the “Academies”).

1.3 In order to assist with the discharge of their responsibilities, the Trustees have established a Terms of Reference for the Finance & Resources Committee (F&R).

1.4 The Trustees may review these terms of reference at any time but shall review them at least annually.

1.5 These terms of reference may only be amended by the Board of Trustees.

1.6 Although the Board may delegate its functions, it remains fully accountable for them and has a duty to intervene as and when necessary, including removing all or any of the delegated functions (including those relating to staffing and budgets) from a Local Governing Body if it deems that it would be in the best interests of learners and staff.

1.7 If there is any discrepancy between these Terms of Reference and the Trust's Articles or its Scheme of Delegation, the Articles and Scheme of Delegation shall take precedence over these Terms of Reference in that order.

1.8 A copy of the Trust governance structure is included in Annex 2.

2. CONSTITUTION & MEMBERSHIP OF THE F&R COMMITTEE

2.1 Members of the F&R Sub-Committee shall be known as "committee members".

2.2 The committee members are appointed by the board of trustees and will have a maximum of 7 members.

2.3 The composition of the F&R shall be as follows:

2.3.1 up to 4 trustees;

2.3.2 up to 3 governors and or headteachers; and

2.3.3 up to 2 co-opted associate members who are in attendance based on their role and responsibilities in the academy trust

The Trust Chief Executive must be informed of all F&R meetings and may attend any in their capacity as Trust Accounting Officer.

2.4 The Trustees reserve the power to remove governors from office and change the governance structure, subject to the provisions of the Articles of Association.

3. PURPOSE OF THE F&R COMMITTEE

Scope of Duties and Responsibilities

Finance Policy and Scheme of Delegation

- In consultation with the Local Governing Body and Headteacher, to recommend to the Board for approval the first formal budget plan/forecast of the financial year
- To ensure that the academy trust operates within the requirements of the Academies Financial Handbook, Trust Scheme of Delegation and Academy Financial Regulations

- Ensure Trust's continuing compliance with all ESFA/DfE financial management requirements
- Approval of the Trust's Financial Regulations and all financial policies
- To review, adopt and monitor the Finance Procedures which include the local scheme of delegation for spending for the LGB, F&R committee, Headteacher and other nominated staff
- To make recommendations to the LGB and/or Board of Trustees where appropriate.

Financial Decision-Making & Planning

- Compliance - Financial Oversight - ensuring that there are appropriate financial controls so that there is regularity, probity and value for money in relation to the management of public funds.
- To ensure the establishment of a three year budget plan taking into account the agreed priorities of the Academy Development/Improvement Plan by recommendation to the Board for approval
- Review month end consolidated management accounts and review of individual academy figures
- Preview the Trust Consolidated annual budget
- Approve the Trust Consolidated annual budget
- To approve a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the Academy Development/Improvement Plan
- To determine whether sufficient funds are available for pay increments as recommended by the academy
- Authorise all contracts and expenditure between the limits set by the Scheme of Delegation.
- Delegated authority for the Chief Executive to make decisions on behalf of the trust and to sign off on payments up to £25k in line with procurement policy
- Approval of Special Payments, per ESFA 3.7, including staff compensation payments,

Financial Monitoring

- Review the individual academy's annual budget
- To monitor the income and expenditure throughout the year of all funds against the annual budget plan in monthly management accounts produced by the Business Manager (or equivalent).

- Review of year-end figures from individual academies for inclusion in year-end consolidated year end accounts
- Monitor and control expenditure against budget during the financial year
- Review budget monitoring reports and projected out turn position from each individual academy
- Establish satisfactory reasons for variances in consolidated management accounts
- Approve the School Support Charge from Trust to the individual academies
- Ensure all academy contracts and SLA's are reviewed at least annually and recommendations for Best Value with each contract are made to the BoT
- To monitor the regulations on VAT ensuring compliance by the Trust
- Ensuring all grants due to the academy are collected promptly
- Advise Business Manager (or equivalent) on the content of the Management Accounts and set out expectations of information needed on monthly basis.
- To monitor and report on pupil premium expenditure and grant funding allocations in line with associated guidance
- To report to the Governing Bodies any significant anomalies in the performance of the academy against the annual budget plan
- To monitor financial risk
- Subject to the scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school
- To carry out Best Value Reviews in accordance with the Best Value Statement
- To monitor outcomes and impact against pupil premium and sports premium funding

Relationship with other Committees

- Produce and maintain individual academy risk registers and report to LGB at each meeting
- To make recommendations on expenditure to the Local Governing Body
- To receive the academy specific reports of the Audit Committee (covering internal and external) on the effectiveness of the financial and business procedures, controls and risk, and arrange for any actions required to be taken in timely manner.
- To receive reports from other committees that may have financial implications on the operation of the academy.

Management Information Systems

- Review the Financial Management Software for suitability as the Trust changes over time and ensure it remains suitable. Make recommendations to BoT if considered no longer fit for purpose.
- To review and adopt MIS policies to ensure the Academy archive the requirements of student records and other audits.

IT Services and compliance

- To review and adopt IT policies to ensure that the IT strategy meets business and curriculum requirements
- To ensure that the Academy meets the requirements of Data Protection and Freedom of Information legislation

Human Resources

- Establish Trust wide HR policies in accordance with all appropriate regulations
- Development of staff, pay and recruitment policies.
- To adopt HR policies to ensure that the people management strategies are developed in line with the curriculum and business requirements of the Trust.

Premises

- Ensure the arrangements for insurance cover are adequate
- Responsible for the maintenance and upkeep of the academy properties
- Ensure building and grounds remain Health & Safety compliant, reporting any issues to the Chief Executive Officer
- Ensure any third party usage on site has appropriate insurance and first aid cover
- Security of academy site
- All assets must be purchased following the delegated limits set out in SoD
- Ensure all assets purchased are recorded on a Fixed Asset Register, marked as Trust property and existence confirmed on an annual basis.
- Ensure disposals of assets are in line with the Fixed Asset Management Policy
- To provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
- To receive and review reports presented by the Academy Health & Safety and Accounts Link Governor

- To have oversight of the premises and grounds annually and to review the Asset Management Plan in order to prepare a list of priorities for maintenance and development
- To ensure annual independent checks of all of the academy's assets and asset register
- To advise the Governing Body on the relative funding priorities necessary for security, maintenance, repairs and redecoration and to approve the costs and arrangements within the budget allocation (the Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the Health and Safety of pupils or staff)
- To oversee the preparation and implementation of contracts and monitoring through the life of the contract
- To prepare and agree a lettings and charges policy and to monitor its implementation
- To establish and keep under review an academy Accessibility Plan
- To review, adopt and monitor a Health and Safety policy

Adopted by resolution of the Humber Education Trust Board on 26 September 2017

Approved By: (insert name)

Signed:

Date:

Date of next review:

Annex 1 - Scheme of Delegation

Annex 2 - Trust Governance Structure