



# **Finance & Resources Committee**

## **Terms of Reference**

Issued: 21 April 2023

Next review due: April 2024

## 1. Purpose

- 1.1 The Finance and Resources Committee (FRC) is a sub-committee of the GFM Board of Trustees.
- 1.2 The committee's specific function is to support the CEO, who is also the Trust's Accounting Officer, the Executive Finance Director (FD) and the GFM Board of Trustees, in their responsibilities with regard to compliance with: the Trust's Funding Agreement with the Secretary of State for Education, the Academy Trust Handbook and the Trust's Financial Regulations and to ensure sound management of the Trust's finances and resources, including proper planning, monitoring, probity and value for money.
- 1.3 Ultimate responsibility for the Trust's finances, lies with the GFM Board of Trustees. However, the committee may approve the same level of expenditure as the Board itself, with the Board to be informed retrospectively, where urgent decisions are required. The committee should seek a view from either the FD, CEO or the Chair of the GFM Board of Trustees, if it is unclear whether a matter should be passed to the GFM Board of Trustees for consideration and/or agreement.
- 1.4 The committee will liaise and consult, with other committees of the GFM Board of Trustees where appropriate.

## 2. Membership

- 2.1 The committee shall have a minimum of three and a maximum of six members. A majority of committee members must be Trustees of the GFM Board.
- 2.2 The committee shall, at its first meeting of the financial year, elect a member to act as Chair of the committee. If at any subsequent meeting, the Chair is unable to be present, those in attendance shall elect a Chair from among their number, to preside for that meeting only.
- 2.3 No person may act as Chair under paragraph 2.2, unless they are also a Trustee of the GFM Board of Trustees.
- 2.4 The committee may invite attendance at meetings, from persons who are not Trustees or committee members, to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair, but shall not be entitled to vote.

## 3. Meetings

- 3.1 The committee will meet as often as is necessary to fulfil its responsibilities, but at least three times a year.
- 3.2 The quorum for the transaction of the business of the committee, shall be two Trustees.
- 3.3 Every matter to be decided at a meeting of the committee, must be determined by a majority of the votes of the members present and voting on the matter. Should the meeting not be quorate, an email vote is permitted following the meeting.
- 3.4 Each member present in person shall be entitled to one vote.
- 3.5 Where there is an equal division of votes, the Chair shall have a casting vote.
- 3.6 A register of attendance shall be kept for each committee meeting and published annually.

## 4. Reporting

4.1 Within 14 days of each meeting the committee will:

4.1.1 Produce and agree minutes of its meetings; and

4.1.2 Provide a summary document identifying (i) decisions made (ii) recommendations to the GFM Board of Trustees (iii) any items for the information of the GFM Board of Trustees and (iv) items for further discussion by the GFM Board of Trustees (together called the "Committee Reports").

4.1.3 The Committee Reports can be agreed by committee members by email.

## 5. Responsibilities

### Finance

- 5.1 To ensure good financial management and effective internal controls, including compliance with the Academy Trust Handbook and the Charity Commission's guidance to charities and charity trustees.
- 5.2 To contribute to the formulation of the Trust's improvement plans, through the consideration of financial priorities and proposals, in consultation with the CEO and within the stated and agreed aims and objectives of the Trust.
- 5.3 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 Trust improvement plans.
- 5.4 To liaise with and receive reports from the other committees of the GFM Board, as appropriate and to make recommendations to those committees about the financial aspects of matters being considered by them.
- 5.5 To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust and with the financial regulations of the DfE, drawing any matters of concern to the attention of the GFM Board of Trustees.
- 5.6 To monitor future pupil rolls, provision requirements and income levels.
- 5.7 To manage appropriate tendering processes and the awarding of contracts in accordance with the Trust's Finance Policy.
- 5.8 To consider and recommend acceptance/non-acceptance of the Trust's budget, prior to the start of each financial year and in line with DfE deadlines and considering any benchmarking data.
- 5.9 To agree to the taking up of any leasehold or tenancy agreements, up to a maximum term of three years.
- 5.10 To agree the writing-off of any debts and liabilities (except where the prior written consent of the Secretary of State is required) in accordance with the Trust's Finance Policy.
- 5.11 To appoint bankers and approve banking arrangements including authorised signatories.
- 5.12 To establish and agree a Treasury Management Policy and procedure for managing and investing the Trust's cash deposits.
- 5.13 To establish and agree a Charging and Remissions Policy.

5.14 To ensure the Trust has adequate insurance cover to protect against its risks and to comply with statutory requirements, including the provision of indemnity insurance to cover the liability of Trustees.

5.15 To approve the disposal of write-off of assets, in accordance with the Assets and Disposals Policy.

#### Staffing / Pay

5.16 Agree and oversee the application of the Pay Policy.

5.17 To consider work/life balance, working conditions and well-being, including the monitoring of absence levels.

5.18 To receive reports and monitor status of any staffing issues.

5.19 To ensure that the Trust's Pay Policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.

5.20 To review the Trust's pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the GFM Board of Trustees as appropriate.

5.21 To ensure that the Policy is applied equitably and consistently for all staff.

#### Premises

5.22 To recommend to the Trust, a plan for capital expenditure and to implement the plan after approval by the Trust and to monitor expenditure against the plan.

5.23 To consider any recommendations for disposal of Trust property and make recommendations to the GFM Board of Trustees and establish whether the approval of the Secretary of State is required, in line with the requirements of the Academy Trust Handbook.

5.24 To review, adopt and monitor a health and safety policy.

5.25 To ensure that health & safety, building inspections and risk assessments are carried out in the prescribed manner and timing and that the risk register is maintained.