



**BDMAT**  
Birmingham Diocesan  
Multi-Academy Trust

# **Finance and Resources Committee Terms of Reference**

Issued: March 2019

Next review due: July 2019



## **Purpose of the Committee**

The Finance and Resources Committee will exercise responsibility for and have oversight of: the overall finances, the personnel and the premises of Birmingham Diocesan Academies Trust.

### **1.0 CONSTITUTION**

1.1 The board of directors (the Directors) of Birmingham Diocesan Multi-Academy Trust (BDMAT) referred to as the Trust Board, hereby resolves to establish a committee of the Trust Board to be known as the Finance and Resources Committee (the Committee).

### **2.0 MEMBERSHIP**

2.1 The Committee shall have a minimum of three members and a maximum of six members. A majority of Committee members must be Directors of the Trust Board.

2.2 The Committee's current members are set out in Appendix 1

2.3 Subject to paragraph 2.4, the Committee shall at the first meeting of each academic year elect a member to act as chair of the Committee (the Chair). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair. The CEO and Chief Finance and Operations Officer are not eligible to be elected as Chair of the committee.

2.4 No person may act as Chair under paragraph 2.3 unless they are also a member of the Trust Board.

2.5 The Chair of Directors shall ensure that a clerk is provided to take minutes at meetings of the Committee.

2.6 The Committee may invite attendance at meetings from persons who are not Directors 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.

### **3.0 REMIT AND RESPONSIBILITIES OF THE COMMITTEE**

3.1 The Committee shall be responsible for the matters set out in the terms of reference.

#### **4.0 PROCEEDINGS OF COMMITTEE MEETINGS**

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least three times a year.
- 4.2 Any two Committee members can request that the Chair convene a meeting by giving no less than 14 days prior notice.
- 4.3 The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are Directors of the Trust.
- 4.4 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.
- 4.5 Each member present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committee meeting and published annually.

#### **5.0 AUTHORITY**

- 5.1 The Committee is authorised by the Trust Board to:
- 5.2 Carry out any activity authorised by these terms of reference; and
- 5.3 Seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

#### **6.0 REPORTING PROCEDURES**

- 6.1 Within 14 days of each meeting the Committee will:
  - Produce and agree minutes of its meetings; and
  - Provide a summary document identifying (i) decisions made, (ii) recommendations to the Trust Board, (iii) any items for the information of the Trust Board and (iv) items for further discussion by the Trust Board. (together called the "Committee Reports").
- 6.2 The Committee Reports can be agreed by Committee members by email.
- 6.3 The Committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.

6.4 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

## **7.0 TERMS OF REFERENCE**

7.1 To recommend to the trust board approval of the annual budget plan and cash flow forecasts for the forthcoming financial year in accordance with the timescales provided by BDMAT.

7.2 To determine the Trust's financial priorities through plans such as the BDMAT Development Plan (BDP) and the Asset Management Plan (AMP).

7.3 To receive monthly management reports, to facilitate the monitoring of the Trust's actual financial performance compared with budgeted priorities and cash flow, to review and monitor budget projections / medium term financial plans to ensure the Trust's budget is realistic and any financial decisions are sustainable, and to take remedial action as necessary. Such action will be reported to the Trust board. In all cases liaison must be maintained with other appropriate committees.

7.4 To make decisions on requests from other committees that will have an impact on the BDMAT's financial position.

7.5 To make decisions on expenditure within the Committee's delegated powers.

7.6 To make decisions on virements and budget changes within the Committee's delegated powers.

7.7 To advise the Trust Board on the appropriateness, or otherwise, of budget changes to be made outside of the Committee's delegated powers.

7.8 To review annually the Terms of Reference of the Finance and Resources Committee.

7.9 To ensure the Register of Business Interests is kept up to date.

7.10 To annually review all on going contracts within the jurisdiction of BDMAT.

7.11 To review the various leasing agreement schemes and options available to the Trust.

7.12 To award contracts by tender up to a specified limit where this is the responsibility of the Trust board.

7.13 To monitor **all** spending and income received in the Trust.

- 7.14 To ensure that funding from BDMAT and other sources is used only in accordance with any conditions attached.
- 7.15 To approve the write off of bad debts in accordance with the Trust's Scheme of Delegation.
- 7.16 To agree and determine appropriate charges for lettings of the premises, in line with the Trusts lettings policy.
- 7.17 To ensure the Trust adheres to the policies and procedures as specified by the Department for Education and the BDMAT Finance Manual and compliance with the Funding Agreement.
- 7.18 To ensure the Trust has appropriate internal financial controls in place.
- 7.19 To ensure appropriate maintenance of the Trust's estate.
- 7.20 To provide oversight of the staff complement, structure, appointments etc.
- 7.21 To ensure personnel management policies and procedures have been identified, formally approved and documented to cover as a minimum: employment (including terms and conditions), recruitment (including references and police checks), performance appraisal and review, equal opportunities, disciplinary (including absence policies, grievance, staff expenses, code of conduct).
- 7.22 To review the recommendations of the CEO as to the Head Teachers' salaries particularly any discretionary awards if relevant, and the salaries of the CEO and Chief Finance and Operations Officer.
- 7.23 To keep oversight of health and safety issues including review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors to the Academy, and to make recommendations to the Trust Board.
- 7.24 To oversee compliance to the Trust's procurement policy.
- 7.25 To keep a record of fixed assets and informing the Trust of any changes.
- 7.26 To approve the disposal of fixed assets in accordance with the Trust's Scheme of Delegation.
- 7.27 Consider any other matters where requested to do so by the Trust Board.
- 7.28 To review the effectiveness of the human resources control systems.
- 7.29 To consider and review the development of the HR Strategy for the Trust.

- 7.30 Liaise with and receive reports in respect of HR issues and then to make recommendations to the Trust Board about the people aspects of matters being considered by them.
- 7.31 Monitor and review procedures and policies for ensuring the effective implementation and operation of HR procedures, on a regular basis and, where appropriate to make recommendations for improvement.

## **Appendix 1**

### **Members of the Finance and Resources Committee**

Steven Skakel (Chair)

Mel Crooks

Nick Pilditch

Sarah Smith

Christopher Mansell

Chris Manning