

Finance and Resources Committee Terms of Reference

Issued: October 2020

Next review due: Autumn 2021

Purpose of the Committee

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

1.0 CONSTITUTION

1.1 The board of directors (the Directors) of Birmingham Diocesan Academies 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).

1.2 The Committee will report to the Trust Board.

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 the CFOO 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.

3.2 The Committee shall conduct an annual review of the Terms of Reference and its effectiveness.

4.0 PROCEEDINGS OF COMMITTEE MEETINGS

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least four 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 and be a majority vote.
- 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 be 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 that summarises the meeting and identifies: (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.
- 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 *Finance:*

7.1.1 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.

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

7.1.3 To receive monthly management accounts reports, to facilitate the monitoring of the Trust's financial performance compared with budgeted priorities and cash flow.

7.1.4 To review and monitor budget projections / medium term financial plans to ensure the Trust's budget is realistic and any financial decisions are sustainable.

7.1.5 To ensure remedial action is taken as necessary where financial performance falls outside expected parameters. Such action will be reported to the Trust board. In all cases liaison must be maintained with other appropriate committees.

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

7.1.6 To make decisions on expenditure, virements and budget changes within the Committee's delegated powers, as identified in the BDMAT Scheme of Delegation.

7.1.7 To advise the Trust Board on the appropriateness, or otherwise, of budget changes requested outside of the Committee's delegated powers.

7.1.8 Consider any other matters where requested to do so by the Trust Board.

7.1.9 To approve the write off of bad debts in accordance with the Trust's Scheme of Delegation.

7.1.10 To award contracts by tender up to a specified limit where this is the responsibility of the Trust board under the Scheme of Delegation.

7.1.11 Monitor the value for money activities that management are taking for example the income generation through the letting of Trust premises, the monitoring and renewal of contracts, and the benchmarking of staffing levels.

7.2 ***Estates, Health & Safety, and ICT:***

- 7.2.1 To ensure an Estates Management Plan is produced, monitored and delivered.
- 7.2.2 To ensure that an ICT Strategy is produced, monitored and delivered.
- 7.2.3 To keep oversight of health and safety issues including the review and monitoring of the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors to the Academy.
- 7.2.4 Monitor Health and Safety incidents across the Trust and ensure that any necessary actions are taken to prevent further incidents from occurring.
- 7.2.5 To ensure a register of fixed assets is maintained.
- 7.2.6 To approve the use of capital funds, in line with the Trust's Estates management plan and the Scheme of Delegation.
- 7.2.7 To approve the disposal of fixed assets in accordance with the Trust's Scheme of Delegation.
- 7.2.8 Ensure that the Trust has appropriate Insurance in place.

7.3 ***HR and Payroll:***

- 7.3.1 To provide oversight of the staff complement, structure, appointments etc in line with the Trust's Scheme of Delegation.
- 7.3.2 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,
 - grievance and disciplinary,
 - absence policies
 - code of conduct.
- 7.3.3 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, CFOO (Chief Finance & Operations Officer) and CSEO (Chief School Effectiveness Officer).
- 7.3.4 To consider and review the development of the HR Strategy for the Trust. Once completed monitor and ensure the delivery of this strategy.
- 7.3.5 Liaise with and receive reports in respect of HR issues and where necessary, in line with the Scheme of Delegation, make recommendations to the Trust Board about the people aspects of matters being considered by them.

Appendix 1

Members of the Finance and Resources Committee

Kabir Khan

Christopher Mansell

Nick Pilditch

Steven Skakel (Chair)

Sarah Smith