



Lingfield Education Trust

Finance, Audit & Personnel Committee Terms of Reference

Purpose of Finance, Audit & Personnel Committee

To assist the decision making of the Board of Trustees, by enabling more detailed consideration to be given to the best means of fulfilling the Board of Trustees' responsibility to ensure sound management of the Academy Trust's finances and resources.

To make appropriate comments and recommendations on such matters to the Board of Trustees on a regular basis on four key areas

Finance: To ensure sound financial management of the Trust's finances and resources, including proper planning, monitoring and probity in line with the ESFA guidelines and the Trust's Funding Agreement.

Audit: To undertake any activities as necessary to provide assurance to the Board of Trustees on the adequacy and effectiveness of the Trust's systems of internal control and its arrangements for risk management, control and governance processes.

Staffing: To review, plan and manage staffing with due regard to financial aspects

Premises: To ensure sound management of the Trust's premises including maintenance, development and health and safety.

Frequency of meetings

There should be a minimum of one meeting per term (3 in total in each financial year).

Membership and Quorum

The Chief Executive Officer is an ex-officio member of the Finance, Audit & Personnel Committee. At least three other Trustees shall be members of the Committee.

Membership shall be agreed on an annual basis at the first meeting of the Board of Trustees.

The Chair of the Committee will be elected by the Committee on an annual basis at the first meeting in the autumn term. No Trustee employed by the Trust will act as Chair to the Committee. In the absence of the Chair, the Committee will elect a temporary replacement from among the Trustees present.

The Clerk of the Committee is appointed by the Board of Trustees.

The quorum is three Trustees who are members of the Committee.

Meetings

The Clerk to the Committee will circulate an agenda and supporting documents for each meeting of the Finance, Audit & Personnel Committee not later than seven calendar days before each Committee meeting.

Attendance at each Committee meeting, issues discussed and recommendations for decisions will be recorded.

Only Trustees who are members of the Committee may vote at Committee meetings. Where necessary, the elected Chair of the Committee may have a second or casting vote.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of the Board of Trustees, in consultation with the CEO and Chair of the Committee, will take appropriate action on behalf of the Committee.

The Committee Chairs will meet with the CEO annually to plan the work of each Committee in relation to the Academy Trust's development plan and other issues.

Terms of Reference; Delegated Functions subject to the restrictions within the Funding Agreement, relevant ESFA guidance and legislation

Finance

1. To ensure good financial management and effective internal controls, including compliance with the DfE Academies Handbook and the Charity Commission's guidance to charities and charity trustees
2. To monitor the delivery of services in order to maximise value for money by ensuring services are delivered in the most economical, efficient and effective way within available resources
3. To contribute to the formulation of the Trust's development plan, through the consideration of financial priorities and proposals, in consultation with the CEO, and within the stated and agreed aims and objectives of Lingfield Education Trust.
4. 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's development plan.
5. To liaise with and receive reports from the other Committees of the Board of Trustees, as appropriate, and to make recommendations to those Committees about the financial aspects of matters being considered by them.
6. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy Trust, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the Board of Trustees.
7. To consider future pupil rolls, provision requirements and income levels.
8. To manage tendering processes and the awarding of contracts in accordance with the Finance Policy.
9. 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

10. To agree the taking up of any leasehold or tenancy agreements up to a maximum term of three years
11. 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 Finance Policy
12. To appoint bankers and approve banking arrangements including authorised signatories
13. To establish a Treasury Management Policy and procedure for managing and investing the Trust's cash deposits.
14. To establish a Charging and Remissions Policy
15. To ensure that Lingfield Education 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

Personnel

16. To determine the staffing complement for the Trust in line with the Trust Development Plan and oversee any staffing reduction or appointment procedures as necessary including consultation with teacher associations and trade unions as appropriate
17. To ensure safeguarding procedures are in place and at least one Trustee has completed the safeguarding training with the CEO
18. To conduct agreed arrangements for recruitment and selection of all staff (unless delegated to the CEO)
19. Agree and oversee the application of the pay policy
20. To set the terms and conditions of service and levels of pay of employees having regard to staff who have TUPE transferred
21. To consider secondment and early retirement requests (with the exception of the CEO).
22. To regularly review the single central record
23. To draft leadership job descriptions
24. To approve leave of absence (where not delegated to the CEO)
25. To consider work/life balance, working conditions and well-being, including the monitoring of absence levels
26. To receive reports and monitor status of any staffing issues
27. Annually review/realign the Individual School Range

28. To agree and conduct procedures for capability, discipline, grievance, attendance, whistleblowing and staff welfare issues
29. To annually review staff salaries and consider pay discretions including threshold and applications for re-grading
30. To investigate irregularities (other than the CEO suspected), conduct personnel procedures regarding suspension/ending of staff contracts including dismissal procedures (dismissal of staff delegated to CEO + one or more Trustees; dismissal of the CEO by Board of Trustees)

Premises

31. To inspect the premises and grounds annually, ensuring they are maintained to a high standard, and to review the building strategy/master plan in order to prepare a list of priorities for maintenance and development and ensure that adequate resources are available
32. To consider the relative funding priorities necessary for security, maintenance, repairs and redecoration, and to approve the costs and arrangements with the budget allocation
33. 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
34. To consider any recommendations for disposal of Trust property and make recommendations to the Trust Board (approval of the Secretary of State may be required)
35. To prepare and agree any capital bids for work that is outside the Trust's annual revenue budget (where not delegated to the CEO).
36. To review, adopt and monitor a health and safety policy
37. 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

Audit

38. To advise the Trust on the appointment, reappointment, dismissal and remuneration of the internal audit service and external auditor.
39. To agree and challenge the work programme of the internal audit service and to review it's effectiveness
40. To consider the reports of the external auditors and internal audit service and, when appropriate, advise the Board of Trustees, of material control issues.
41. To monitor the implementation of agreed recommendations relating to the internal audit reports and the external auditors' management letter.
42. To establish, in conjunction with the CEO, relevant performance measures and indicators, and to monitor the effectiveness of the external auditor.

43. To review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, including consideration of the internal control systems effectiveness, risk management statements and any relevant issue raised in the external audit management letter, including regularity audits.
44. To recommend the annual financial statements to the Board of Trustees.
45. To establish and review the Risk Management Policy and procedures and to regularly review the Risk Register
46. To monitor the implementation of Risk Management Action Plans
47. To establish and review the Trust's arrangements in respect of whistleblowing and anti-fraud and corruption and to make recommendations as necessary.
48. To ensure that all allegations of fraud and irregularity are properly followed up and control/weaknesses addressed, including being notified of all cases.

To Review/Ratify/Approve all finance related policies to include but not exclusively;

- Finance Policy
- Asset and Disposal Policy
- Whistleblowing Policy
- Anti Fraud, Corruption and Bribery policy
- Treasury Management Policy
- Risk Management Policy
- Charging and Remissions Policy
- Debt Recovery Policy
- Reserves Policy

To Review/Ratify/Approve all HR related policies to include but not exclusively

- Alcohol at work Policy
- Anti-harassment and Bullying Policy
- Appraisal Policy
- Capability Policy
- Code of Conduct
- Disciplinary Policy
- Early Retirement and Related Areas Policy
- Equalities Policies
- Flexible and Phased Retirements Policy
- Flexible Working Policy
- Grievance Procedure and Policy
- Leave of absence
- Maternity Provisions
- No Smoking at Work policy
- Redundancy Policy
- Pay Policy
- Recruitment and Selection Policy
- Safe Recruitment Practices

- Sickness Management Policy
- Stress Guidance and Policy

To Review/Ratify/Approve all premises related policies to include but not exclusively

- Health and Safety Policy
- Educational Visits Policy
- COSHH procedures
- Risk Assessment procedures

Other Functions

- To annually review benchmarking data.
- To annually complete a governor competencies audit.
- To attend training as appropriate

Disqualification

- Any relevant person employed to work at the Academy other than as the CEO, when the subject for consideration is the pay or performance review of any person employed to work at the Academy.
- Any person employed to work at the Academy in a capacity related to financial management.

These Terms of Reference may only be amended by the Board of Trustees.