

SAND Academies Trust



Terms of Reference: Finance & Resources Committee

Objective / Responsibility

The committee is responsible for overseeing all financial aspects of the trust in order to ensure short and long term viability. It also has responsibility for oversight and evaluation of the trust's people, facility, premises and property processes and effectiveness, maintenance and development throughout SAND Academies Trust.

The committee, which is accountable to the trust board, shall make whatever recommendations to the trust board that it deems appropriate within the context of its terms of reference.

Membership

The committee will consist of at least three members of the trust board to include the CEO of the Academy Trust assuming the CEO is also a trustee.

The committee will be chaired by a trustee who has been appointed from within the committee membership. Committee membership will also include the Operations Director, Trust Accountant, HR/IT leads as appropriate.

Any meeting of the committee will be quorate as long as at least 3 trustees or committee members are present.

Voting

Voting is by a majority and the chair of the committee will have a casting vote in the event of a tie.

Meetings

The committee will meet six times per academic year or more often if required.

Meeting administration

The Governance Professional for SAND Academies Trust will administer all meetings for the committee under direction from the trust board and the committee chair.

Terms of Reference - Finance

The committee will:

- Ensure that the trust operates within the financial guidelines set out in current legislation, by the Charity Commission, Government agencies and the trust's Articles and Governance directive.
- Ensure, on behalf of the trust board, that the trust's financial obligations are met.
- Advise the board on the appropriate regulatory framework within which the trust must function, and regularly review it to ensure there is adequate financial control in place.

- Advise the board on the financial implications and financial operational risks arising from board decisions – especially the board’s strategic and policy decisions.
- Advise the board on financial targets and policies, and ensure measurement against targets and the correct and timely application of financial policies.
- Scrutinise the draft annual report and accounts and advise the board accordingly.
- Advise, scrutinise and evaluate an annual budget, for the approval of the board, ensuring that it is compatible with, and supports, the trust’s objects, the annual business plan and the trust’s development plan. Consider the risks associated with the proposed budget and advise the board accordingly.
- Review longer term forecasts of capital resources and income and expenditure, and review and monitor financial trends within the academy and education sector, and advise the board accordingly.
- Formulate for the board to approve, a financial strategy and a reserves policy that will help to achieve the trust’s objectives as set out in the annual budget and trust development strategy. Regularly monitor and review the strategy and policy.
- Review and evaluate quarterly the trust’s management accounts and monitor performance against the approved budget, exceptional items and trends.
- Review and evaluate quarterly the trust’s current and forecast cashflow and inform the board of any concerns.
- Work with the CEO and Trust Accountant to ensure that financial information is accurate and is presented in such a way that it facilitates good governance and management.
- Approve, within the delegated authority and the limits laid down by the board, emergency unbudgeted expenditure, and report back at the earliest opportunity to the board.
- Approve and monitor, within the criteria specified by the board, expenditure on both revenue and capital projects.
- Maintain an overview of all accounts operated by the trust including those maintained on behalf of staff, pupils and families.
- Formulate for board approval, and regularly review, an appropriate investment policy. Ensure that it is adhered to, and to monitor investment performance against policy and report back to the board accordingly.

Terms of Reference - Resources

- Review all HR related policies and identify any inconsistencies throughout the trust.
- Report to the trust on any HR issues which have been identified.
- Make recommendations to the trust board on any capital projects.
- Review annual budgets for property maintenance and operations and minor refurbishments or replacement of facilities
- Review annual budgets for IT and other equipment maintenance and operation and minor refurbishments or replacements needed
- Approve consultants for resource work used by the trust and ensure that an approved list is developed

Terms of Reference – other

- Review the committee’s membership on an annual basis and ensure that it has appropriate skills and relevant experience.
- Review and approve any trust policies which have been delegated to the committee in accordance with the trust’s policy review schedule.

Approved by SAND Academies Trust board on:	20 th October 2022
Next Review date:	October 2023