

Finance and Staffing Committee

Terms of Reference

Purpose and Role of the Committee

The main purpose of the Finance and Staffing Committee is to maintain strategic oversight of the Financial and Human Resource frameworks and performance of the Trust.

The Committee will also action matters relating to Finance and Staffing as delegated by the Trust Board through its scheme of delegation or arising from specific actions agreed by the Board of Trustees.

The scope of these frameworks is for committees and designated officers.

Finance

To support the Trust Board, the Chief Executive Officer (CEO) who is also the Trust's Accounting Officer, and the Deputy Chief Executive (DCEO) who is also the Chief Operations Officer (COO), in discharging their responsibilities with regard to compliance with:

- Trusts Funding Agreement with the Secretary of State for Education,
- the Academies Financial Handbook,
- the Trust's Financial Regulations.

To ensure sound management of the Trust's finances and resources, including proper planning, monitoring, probity and value for money including by having oversight of:

- Funds coming into the Trust,
- Expenditure of the Trust,
- Monitoring spending of the Trust within year and against budget(s).

Staffing

To support the Trust Board, the CEO and the DCEO in discharging their responsibilities with regard to compliance with:

- Applicable employment law,
- DfE employment policy requirements,
- Health and safety policy and procedures.

To ensure sound management of the Trust's staff and staffing resources, including workforce planning and recruitment, staff monitoring, line management and oversight, development and application of relevant policies, and ensuring fairness and consistency in treatment of all Trust staff.

Membership

The committee will be composed of 3 Trustees.

Trustees must declare all relevant pecuniary interests.

Clerking

Meetings will be clerked by Trustee clerking staff.

Organisation

To meet at least three times a year. Extraordinary meetings may be called at two or more Trustees request. All committee members must be notified of any such meeting and all may attend.

Quorum – at least two committee members. Where voting is required, there is one vote per Trustee. Absent Trustees may submit a vote in writing or by written proxy. Where required, the Chair may exercise a casting vote.

The Chief Accounting Officer/CEO and DCEO/COO will attend but will not have voting rights. Others, for example the Director of Finance, the Director of Human Resources, Director of Marketing and Operations, may attend at the discretion of the Chair.

Chairing

Committee members will elect a Chair annually. The Chair of the Trust Board cannot also discharge the role of Chair to this committee, although they may be a member.

The Chair will construct agendas with the help and support of the executive team and will approve draft minutes for circulating.

Reporting

The minutes of the sub-committee will be available in full to all members of the Trust Board as a supplementary document. The Chair will construct a one-page summary document for presentation to the full Trust Board and will briefly speak to this paper and answer questions.

Disqualification

Any employee of the trust.

Professional Advisers

To be decided by Trustees as required.

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