



Finance and Resource Committee Terms of Reference

Purpose

In line with the Trust's arrangements monitor, evaluate, and report to the Board on the implementation and impact of the Trust's financial and premises related policies and plans on pupil attainment, achievement, and standards.

Ensure the Trust complies with all matters of regularity, propriety, and value for money in its use of its budget.

Ensure the Trust complies with all legislation and effectively implements the Trust's policies and procedures relating to the maintenance and use of its buildings and site, ICT, data, and health and safety.

Ensure the powers and duties for financial management and controls, identification and management of risk, procurement of goods and services, maintenance and security of the buildings and site, ICT, data, and health and safety are properly carried out in accordance with the scheme of delegation.

Terms of Reference

Financial and Risk Management

- Effectively manage the Trust's financial and physical resources and assets and identify and take action to mitigate risk (in particular control over the spending identified in the Trust's development/ improvement plan).
- Monitor and report on the Trust's implementation of the financial management arrangements, policies, and procedures and scheme of financial delegation and financial authorities.
- Recommend a draft annual budget to the Board for approval: once approved monitor spend at each meeting and authorise virement in line with the scheme of financial delegation.
- Make representation to the Board if deemed necessary and in line with the Trust's arrangements in respect of the impact of any pooled GAG budget on the academy.
- Receive reports from the Trust's Chief Executive Officer, the CFO, and internal audit on the financial management, end of year position, controls, systems and procedures in the Trust: recommend to the Board, and take action to implement, any improvements or remedial action required.

- Ensure staff and governors are aware of the Trust's whistleblowing procedure: report any suspicion of irregularity or fraud to the Local Governing Body, Chief Executive Officer, FOO, or Trust Board as appropriate.
- Monitor the management and procurement of goods and services in line with the Trust's procurement policy and procedures.
- Authorise the writing off of debts and disposal of assets in line with the Trust's scheme of financial delegation: ensure the academies establishes and maintain an up-to-date list of contracts and an inventory of all furniture, equipment, machinery, vehicles, and plant.
- Monitor pupil admission preferences and forecast admission numbers and ensure these and any changes in the overall roll are made available to the Chief Executive Officer and CFO.

Buildings and Site, Health and Safety, and ICT

- Ensure full compliance with all health and safety and data protection, information and security legislation.
- Ensure the Trust's health and safety and security policies are fully implemented and health and safety and security issues are appropriately prioritised for action and staff are adequately trained. Monitor the academies compliance and receive their report to the Board. Take action to secure improvement.
- Ensure the Trust's ICT, data protection [statutory policy] , and freedom of information [statutory policy] policies and procedures, good practice guidelines, and insurance requirements are implemented. Take action to secure improvement.
- Receive a proposed programme of maintenance and building improvement from the academies.

Key Performance Indicators and Targets

Support and monitor the attainment of key performance indicators and targets within the remit of the committee.

Policies, Procedures, and Plans

Develop and/or regularly review and evaluate the effectiveness of all Trust-wide policies and procedures within the remit of this committee.

Review and approve policies delegated to the committee.

Membership- a minimum of 3 Trustees.

The Committee members appoint their chair annually.

Organisation- Terms of reference, and membership- to be reviewed annually.

Quorum: 3. Chief Executive Officer, or their deputies, have the right to attend all committee meetings.

Professional Advisers to the Sub-committee- the Headteacher of the academy, senior staff with responsibilities within the remit of the sub-committee, the Chief Executive Officer and the Trust's CFOO, and any additional advisers as appropriate.

Approved by the Trust Board September 2025

Adopted by the Committee November 2025