



## **Robert Carre Trust Committee Terms of Reference.**

**THE FINANCE, RESOURCES AND AUDIT COMMITTEE** - The Finance, Resources and Audit Committee will consist of at least 5 and no more than 9 people of which at least 3 are Trustees, and the Trustees must always be in the majority at any meeting. One non-staff Governor from each LGT will be nominated by the LGT to become a voting member of the committee. If that Governor is not able to attend a meeting of the Committee, the LGT, through its Chair, may nominate a substitute. If a Trustee is not able to attend, then the Chair of Trustees may nominate a substitute.

The Executive Headteacher and the Trust Director of Finance and Resources will attend each meeting to provide information and participate in discussions, but have no vote.

The committee is responsible to the Board for the following:

- Approving Finance and HR Policies on behalf of the Trust
- Undertaking the tasks delegated on accordance with the RCT Scheme of Delegated Authority.
- Gaining assurances for the Board as required in the Governance Assurance document
- Ensuring actions required following auditor reports are implemented.
- Reviewing and making recommendations related to Trust service agreements.
- Considering recommendations concerning capital works across the Trust.
- Fulfilling the role of the Audit Committee as required by the Academy Trust Handbook
- Determining and assessing the potential risks facing the Trust, related to Finance and Health & Safety
- Ensuring that those risks matters are assessed in line with the Board's risk appetite.
- Ensuring that risk control measures are in place and are appropriate
- Presenting the annual balanced budget to the Board for approval
- Presenting the draft annual accounts and report to the Board for approval.
- Reporting to the Board on any issues becoming apparent, or arising, from the Committee's work.

The Finance, Resources and Audit Committee will meet at least once each short term with a quorum of 3 including meeting to consider the Trust's budget. The Chair and Vice-Chair will be elected annually and must be Trustees but neither will be the Chair of the Trust. In the event of a tied vote, the chair will have the casting vote.

The Committee's Audit roles will be specifically scheduled 3 times per year, in September, December and May.

The Committee's Audit role will include directing the Trust's programme of internal scrutiny and reporting to the board on the adequacy of the Trust's financial and other controls and management of risks, in accordance with the current Academy Trust Handbook. The committee will:

- review the external auditor's plan each year.
- review the annual report and accounts.

- review the auditor's findings and actions taken by the trust's managers in response to those findings.
- assess the effectiveness and resources of the external auditor to provide a basis for decisions by the trust's Members about the auditor's reappointment or dismissal or retendering. Considerations may include:
  - the auditor's sector expertise and their understanding of the trust and its activities.
  - whether the audit process allows issues to be raised on a timely basis at the appropriate level
  - the quality of auditor comments and recommendations in relation to key areas.
- produce an annual report of the committee's conclusions to advise the board of trustees and members, including recommendations on the reappointment or dismissal or retendering of the external auditor, and their remuneration.

**THE EDUCATION COMMITTEE** - The Education Committee will consist of at least 5 and no more than 9 people of which at least 3 are Trustees, and Trustees must always be in the majority at any meeting.

The Trustees will normally be the Link Trustees for Curriculum, SEND and Safeguarding plus the Executive Headteacher. One non-staff Governor from each LGT will be nominated by the LGT to become a voting member of the committee. If that Governor is not able to attend a meeting of the Committee, the LGT, through its Chair, may nominate a substitute. If a Trustee is not able to attend, then the Chair of Trustees may nominate a substitute.

The Executive Headteacher will attend each meeting to provide information and participate in discussions, but have no vote.

The committee is responsible to the Board for the following:

- Approving Education-related and SEND Policies on behalf the Trust.
- Undertaking the tasks delegated on accordance with the RCT Scheme of Delegated Authority.
- Gaining assurances for the Board as required in the Governance Assurance document.
- Ensuring actions required following auditor reports are implemented.
- Determining and assessing the potential risks facing the Trust, related to Education (Curriculum, SEND and Safeguarding)
- Ensuring that those risks matters are assessed in line with the Board's risk appetite.
- Ensuring that risk control measures are in place and are appropriate.
- Reporting to the Board on any issues becoming apparent, or arising, from the Committee's work.

The Education Committee will meet three times a year, in terms 2, 4 and 6, with a quorum of 3. The Chair and Vice-Chair will be elected annually and must be Trustees but neither will be the Chair of the Trust. In the event of a tied vote, the chair will have the casting vote.

**THE PAY COMMITTEE** - The Pay Committee will consist of up to 4 people all of whom will be non-staff Trustees, usually those serving on the FR&A Committee. The Pay Committee is authorised by the Trust Board to determine all matters and take all decisions related to pay

in accordance with the approved Pay Policy. The Executive Headteacher and the Director of Finance and Resources will attend as required but will withdraw when the pay or performance of their own posts is considered. The committee is responsible to the Board for:

- Ensuring the Trust pay policy is statutorily compliant
- Reviewing the pay policy and making recommendations to the Board for change
- Ensuring that the pay policy is applied equitably and consistently across the Trust
- Ensuring pay decisions are fair and take account of recommendations by the EHT/Head of School
- Determine appropriate pay ranges, allowances and temporary recruitment or retention payments if appropriate
- Review the Trust and individual academy/school staffing structures specifically in respect of pay across the Trust
- Provide an annual report to the Board summarising pay decisions and any issues arising.

The Pay Committee will meet annually in Term 2 and at other times as required. The quorum is 3. In the event of a tied vote, the chair will have the casting vote. The chair will be elected annually.

## **PROJECT GROUPS AND INFORMAL WORKING GROUPS**

The Trust Board may set up Project Group(s) to oversee and monitor the management and progress of projects undertaken within the Trust. The groups will ensure the project continues to meet the strategy and ethos of the Trust and remains financially viable. Members of these groups can be selected from Members, Trustees, Local Governors or staff with skills relevant to the particular project. In addition, specialist advisors may be invited to attend.

## **CHAIRS' MEETINGS**

The chair of Members, chair of the Board and LGT chairs may meet informally on an ad hoc basis to aid communication between all levels of Governance. The meetings may be minuted and/or a synopsis created and matters discussed will be brought through the routine Members, Board, Committees and LGT meetings as appropriate.

## **LOCAL GOVERNING BODIES**

The Role and Responsibilities of the Local Governance Tier are detailed at Annex 1- 05c. The quorum is 3. In the event of a tied vote, the chair will have the casting vote. The chair will be elected annually.

## **OTHER COMMITTEES AND PANELS**

The Trust Board will set up, as required, committees and panels to deal with matters linked to student and staff discipline, grievance and appeals, in accordance with the Schedule of Delegated Authority (ANNEX 1-09)