TERMS OF REFERENCE FOR
RESOURCES and WORKFORCE DEVELOPMENT COMMITTEE

MEMBERSHIP

- The Committee shall have a minimum of three members appointed by the Board
- The majority of members of the Committee shall be members of the Board (who may include the Executive Principal) but the Board shall be entitled to appoint persons to the Committee who are not members of the Board
- The Chief Financial Officer and Executive Principal will always attend these meetings, extenuating circumstances aside
- The Principals and relevant members of each Academy's SLT and MAT senior staff will attend as requested by the Committee

QUORUM

- The quorum for meetings of the Committee will be two members of the Committee who are also Board members (who may include the Executive Principal if a member).

COMMITTEE CHAIR

- The Board will appoint a Chair from the members of the Committee who are also members of the Board. The term of office for the Committee Chair will be as determined by the Board, but on expiry of the term of office the existing Chair shall be entitled to continue in office until the Board has appointed a successor

- If the Committee Chair is not present at the meeting, the members will elect a Chair for the meeting from amongst their number.

FREQUENCY OF MEETINGS

- The Committee shall meet at least six times per year at such time and place as may be determined by the Chair

- The Chair of the Committee is authorised to take appropriate action as necessary in accordance with these Terms of Reference

- Any member shall be able to participate in meetings of the Committee by telephone or video conference provided:

1. s/he has given notice of his intention to do so detailing the means of contact where s/he can be reached in good time before the meeting, and

2. if after all reasonable efforts this does not prove possible, the meeting may still proceed with its business provided it is quorate

RESPONSIBILITIES

Budget

1. To contribute to the development of the Trust's strategic plans, through consideration of financial priorities, consistent with the aims and objectives of the Trust;

2. To consider the funding available to the Trust, in advance of the financial year, and to assess the implications for the Trust and the academies that it controls;

3. To help develop appropriate procedures for budget preparations;

4. To consider and recommend for approval by the Board the draft budgets submitted by the academies within the Trust and the consolidated budget, so that the Trust's budget can be filed in good time with the Educational and Skills Funding Agency;

5. To ensure that appropriate procedures are in place so that any significant changes to the approved budget(s) are notified to the Committee;

6. To understand and addressing variances between budget and actual income and expenditure;

7. To operate the appeals process required by the *Academies financial handbook*, if a constituent Academy Principal feels that the Academy has been unfairly treated within the Trust's GAG pooling mechanism (if one exists)

Financial Controls

8. To ensure regularity, propriety and value for money in the management of public funds;

9. To ensure that the provisions of the Academies Financial Handbook (as revised from time to time) are followed, in particular concerning borrowing funds and that entering into liabilities such as leases and write-offs are within delegated limits;

10. To ensure a competitive tendering policy is in place and applied;

11. To ensure proper accounts are maintained

Operational

12. To prepare and revise as appropriate a contingency and business continuity plan to ensure the continued operation of the Academies (and any other schools) controlled by the Trust;

13. To ensure the Trust has adequate insurance cover*;*

14. To advise the Trustees on financial priorities and information systems;

15. To develop for consideration and approval by the Board the reserves policy of the Trust and, if applicable, bring forward to the Board proposals for use of surplus funds for the benefit of current and future students

Financial Reporting

16. To ensure steps are taken to notify the Secretary of State, via the Education and Skills Funding Agency, of any instances of fraud or theft where the value exceeds any sum notified by the Education and Skills Funding Agency

or which appears to be systematic;

17. To ensure that it receives and monitors financial reports monthly (via e.mail) for the schools within the Trust and for Trust expenditure, and takes appropriate action to ensure that a balanced budget is maintained and that a report is promptly made to the Board of any financial irregularity and/or concern;

18. To recommend financial guidelines to the Board;

19. To work with staff to design financial reports and ensure that reports are accurate and timely;

20. To oversee short and long-term investments, unless there is a separate investments committee

Premises

21. At least annually, to review inspection reports of the premises and grounds of each academy within the Trust and discuss the priorities for maintenance and development with the Principal of such academy;

22. To consider and, if appropriate, approve unbudgeted premises related expenditure;

23. To keep under review arrangements for lettings and charges

Health and safety

25. To ensure each school within the Trust complies with health and safety regulations and assist the Principal of each academy and the Board to discharge their duties;

26. To consider the DfE policies on health and safety and to prepare and keep under periodic review the Trust's policy on health and safety;

27. To monitor the effectiveness of health and safety arrangements of the Trust and ensure that its management organisation is in place to implement the policy

Personnel

28. To receive recommendations from the Executive Principal/Principals regarding employee reward, recognition and pay awards, and make decisions using its delegated powers regarding the same. To report such decisions to the full Board;

29. To review and agree with the Executive Principal, staffing structures and levels for each academy within the Trust;

30. Save for the appointment of the Executive Principal, CFO and of the Principals of each academy within the Trust, which shall be matters for the Board, to oversee recruitment and

selection by the Trust including agreeing with the Executive Principal which appointments, if any, need approval by the Committee;

32. In conjunction with the Executive Principal, to consider and approve performance management strategies of the Trust;

33. To approve policies and codes of practice of the Trust in relation to staff dismissals, grievances and similar situations

34. To ensure that the Committee is fully versed in the Resources work and performance of each Academy, and is able to cogently discuss this with external bodies, eg Ofsted, SIP

Legal compliance

35. Save to the extent falling within the Terms of Reference of other Committees of the Board or as specified previously in the Terms of Reference of the Committee, to oversee compliance by the Trust with applicable laws and regulations.

AUDIT AND RISK RESPONSIBILITIES

1. To advise the Board on the adequacy and effectiveness of The Generations Trust's system of internal financial control and its arrangements for securing economy, efficiency and effectiveness (value for money);

2. To advise the Board on the adequacy and effectiveness of The Generations Trust's systems for identifying, assessing and mitigating risks (including, where appropriate by insurance) and to consider regularly the current status of core risks to The Generations Trust's strategy;

3. To ensure the Trust has adequate insurance cover;

4. To advise the Board on whether the internal audit function should be fulfilled by an external provider, independent reviewer or responsible officer. References in these Terms of Reference to the internal audit provider shall be to such person as appointed by the Board from time to time;

5. To advise the Board on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and, where appropriate, the internal audit provider;

6. To advise the Board on the scope and objectives of the work of the financial statements auditor and the internal audit provider;

7. To agree the audit strategy with the financial statements auditor, to advise the Board on appropriate accounting policies, to review the draft annual financial statements with the financial statements auditor and recommend their adoption by the Board, following satisfactory resolution of matters raised;

8. To review every financial year the Trust's Financial Procedures Manual and any other financial policies and statements to ensure they are fit for purpose and that they comply with the Academies Financial Handbook and the relevant provisions of the Funding Agreement and the internal financial controls for charities;

9. To agree the annual programme of work with the internal audit provider;

10. To ensure effective co-ordination between the internal audit provider and the financial statements auditor;

11. To advise the Board on internal audit reports and on control issues included in the financial statements auditor's management letters, and management's responses to these;

12. To monitor, within an agreed time-scale, the implementation of agreed recommendations relating to internal audit reports and financial statements auditor's management letters;

13. To ensure that all allegations of fraud and irregularity are properly followed up and to oversee the Academy Trust's whistle-blowing policy;

14. To consider and advise the Board on relevant reports by the National Audit Office, the ESFA and other funding bodies and, where appropriate, management's response to these;

15. To receive reports on any additional services undertaken by the internal audit provider and the financial statements auditor and to keep under review their respective objectivity;

16. To establish, in conjunction with The Generations Trust leadership, relevant performance measures and indicators, and to monitor the effectiveness of the internal audit provider and financial statements auditor through these measures and indicators;

17. To produce an annual report for the Board and accounting officer which includes the Committee's advice on the effectiveness of The Generations Trust's risk management, control and governance processes. The report must incorporate any significant matters arising from the work of the internal audit provider and the financial statements auditor;

18. To exercise its role, the Committee is empowered to:

a) investigate any activity within its terms of reference;

b) seek any information it requires from the internal audit provider, the financial statements auditor, the Board or other Board Committees, and The Generations Trust employees, plus relevant information from sub-contractors and other third parties;

c) obtain external professional advice.

19. The Committee's oversight responsibilities extend to the controls and risks at The Generations Trust's constituent academies. The Committee's oversight is also to ensure that information submitted to DfE and ESFA that affects funding is accurate and compliant.