

MARKET FIELD LEARNING COMMUNITY
FINANCE, AUDIT, PREMISES AND RISK COMMITTEE
TERMS OF REFERENCE

1. POWERS OF THE BOARD OF TRUSTEES

- 1.1. The Trustees shall establish the Finance & Audit Committee as a Trust Committee as empowered by the Trust's Articles of Association.
- 1.2. The Trustees shall determine and approve the Committee's Terms of Reference and shall review the Terms at the start of each academic year.
- 1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Committee and shall review this Scheme of Delegation at the start of each academic year.
- 1.4. The Trustees shall have the right to intervene in the governance of an individual Academy with the trust where it has serious cause for concern that there is financial mismanagement or failure to operate within budget.
- 1.5. The Trust Scheme of Delegation sets out the delegated powers of the Finance, Audit and Premises Committee.

2. FUNCTIONS OF THE FINANCE, AUDIT AND PREMISES COMMITTEE

The Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

- 2.1. to ensure the trust remains a going concern and monitor its financial stability by reviewing medium term financial plans
- 2.2. to prepare and recommend to the Trust Board the Trust Financial Regulations
- 2.3. to comply with relevant statute and regulation, the Trust's Scheme of Delegation and the decisions of the Trustees
- 2.4. to review, recommend to the Trust Board and monitor the individual Academy annual budgets that are proposed with a specific responsibility to ensure that budgets do not go into deficit
- 2.5. to review, recommend to the Trust Board and monitor the Trust annual budget that consolidates individual Academy budgets with Trust central costs and charges, with a specific responsibility to ensure the Trust budget does not go into deficit
- 2.6. to identify and propose to the Trust Board opportunities for the Trust to achieve financial and resource efficiencies to include the approval of contracts and purchases over the limit set in the financial regulations
- 2.7. to prepare a report on the performance of the external auditors for the trust board and members recommending their appointment, dismissal or a re-tender process.
- 2.8. to plan and oversee the statutory audit of Annual Accounts for the Trust
- 2.9. to review and recommend to the Trust Board the audited Annual Accounts and Financial Statements in accordance with relevant statute and regulation
- 2.10. to review and recommend to the Trust Board the Trustees Report that accompanies the annual accounts
- 2.11. to prepare and recommend to the Trust Board and implement the Trust action plan in response to the auditor's management letter

- 2.12. to plan, oversee and monitor the internal audit of Trust and Academy compliance with the Trust's financial regulations and procedures and to recommend and implement appropriate action to enhance compliance. This will include the appointment of internal auditors and approval of the scope of work.
- 2.13. to prepare and approve policies relating to the Trust's financial governance and operation;
- 2.14. to monitor the financial management related risks as documented on the risk register.
- 2.15. to support in the appointment of the Trust's Chief Financial Officer
- 2.16. review annually the Trusts Health and Safety policy and any other related sub policies
- 2.17. receive premise management and health and safety reports from each academy and monitor their compliance and action plans
- 2.18. to review each academy's asset management plan and condition surveys
- 2.19. To ensure that the trust actively seeks funding for the maintenance and development of the trust's premises.

3. COMPOSITION AND APPOINTMENT OF THE FINANCE, AUDIT AND PREMISES COMMITTEE

- 3.1. The composition of the Finance, Audit and Premises Committee shall be as follows;
 - 3.1.1. Trustees with relevant knowledge, skills and expertise in finance, accountancy, compliance, business, health and safety and facilities management.
 - 3.1.2. Chief Executive Officer,

The membership of the Committee shall be 3 members

TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

- 3.2. The Term of Office for all committee members is 4 years.
- 3.3. On appointment committee members are each required to familiarise themselves and to agree to comply with;
 - 3.3.1. Trust Articles of Association,
 - 3.3.2. Trust Master and Supplementary Funding Agreements
 - 3.3.3. Trust Financial Regulations,
 - 3.3.4. Academies Finance Handbook,
 - 3.3.5. these Terms,
 - 3.3.6. current relevant financial legislation and guidance for academies.
 - 3.3.7. latest health and safety regulations that are applicable to schools
- 3.4 There is an expectation that committee members will access any required training to ensure they have the skills required to fulfil the responsibilities of the committee.

4. MEETINGS OF THE COMMITTEE

- 4.1. The Committee shall meet at least once per term and in particular;
 - 4.1.1. The Committee shall meet at the appropriate times set out in the Trust Governance Planning Calendar

4.1.2. The members will receive notice of each meeting seven (7) clear days before the date of the meeting.

4.1.3. Minutes will be signed by the Committee Chair at the next meeting to verify that the minutes are a true record.

4.2. Quorum for a meeting of the Committee will be half the members, minimum 3.

4.3. Each question to be decided at a meeting of the Committee shall be determined by a majority of votes of members present and eligible to vote on the question. The Chair shall have the casting vote in the case of equal votes for and against the decision.

4.4. Members will note that their attendance at meetings is required to be disclosed in the trusts annual accounts and financial statements

5. APPOINTMENT OF THE COMMITTEE CHAIR

5.1. The Trust Board shall appoint the Chair, noting any recommendation from the Committee.

5.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances where they have cause for concern that there is financial mismanagement within the Trust.

5.3. The term of office for Chair and Vice-Chair will be 1 year and they shall be appointed at the first meeting of the Trust Board each school year.

6. APPOINTMENT OF A CLERK

6.1. The Trust Board shall appoint a Clerk to the Committee.