

Finance & Resources Sub-Committee 2018-19

Terms of Reference

Meeting Frequency;

Meetings will be held once a term but additional meetings will be held if required.

- Meeting 1 end Nov/early Dec Financial Performance Update & MI Audit
- Meeting 2 end Jan/Feb
- Meeting 3 end May/June

Meeting 1 held in November / December will approve the audited year end accounts, financial statements and accounting policies. These will be ratified by the LLT Board prior to submission to the Secretary of State (by 31 December) and filed with Companies House within the required timescales.

Meeting 3 held at the end of the summer term (June/July), will ratify the budget for the following September to August academic year, prior to approval then by the LLT Board.

The agenda and all paperwork relating to a committee meeting will be circulated 7 days prior to each meeting.

All committee meetings will be formally minuted. The minutes will be circulated to all Directors with the agenda of the next Lydiate Learning Trust (LLT) Board meeting.

The Chair of the sub-committee will co-ordinate the preparation of any requested report on matters relating to the work of the committee, for both the LLT Board and the Boards of Governors.

Quorum

The committee will be quorate when 50% of the members are present.

Committee Chair

The Chair is elected each year by the LLT Board. For the academic year 2018/19 the committee will be chaired by **Louise Rooney**.

If the chair is absent from a meeting, the Vice Chair, will run the meeting. For the 2018/19 academic year the Vice Chair will be **TBC**

Voting Rights

In respect of the Finance and Audit Committee, all members have equal voting rights for finance related matters. In the event of an equal division of votes, the Chair shall have a second or casting vote. However, no vote on any matter shall be taken at a meeting of a committee unless the majority of members of the committee present are Directors.

Whilst the Executive Head Teacher and other senior staff are in attendance at all the committee meetings they will have no voting rights on Audit related matters, in accordance with Academies Financial Handbook.

Delegated Powers and Functions

A scheme of delegation is available separately and reviewed annually.

Accountability

This Committee reports directly to the Lydiate Learning Trust Board which receives minutes, reports and recommendations from the Committee.

Responsible Officer

The Directors will nominate a responsible officer (RO) to take specific responsibility for auditing the Academy's financial arrangements on their behalf. The RO will be an appropriately qualified and experienced individual (but not an employee of the Academy) with the necessary financial skills to be able to perform the role competently. The remit of the RO is to provide an independent oversight of the Academy's financial affairs, reporting to the Committee in an advisory capacity.

The main duties of the RO are to provide Directors with ongoing independent assurance that:

- the financial responsibilities of the Trust are being properly discharged;
- resources are being managed in an efficient, economical and effective manner; and
- sound systems of internal financial control are being maintained.

A specific programme of checks to be performed will be agreed with Directors and will include checks on bank reconciliations, orders, payroll documentation, delivery notes, invoices and returns to the DCSF to ensure that the information supplied is consistent with the Academy's accounting records. After each checking session, the RO will provide Directors with a written report.

Remit

The Finance & Audit Committee will exercise responsibility for and oversight of:

- **Finance**

This committee has primary responsibility for ensuring that all of the Trusts financial accounting systems and internal controls meet legal and DfE requirements and are vested in management practice within each of the schools, overseen by each of the Boards of Governors and in turn, the Trust Board.

A key objective of the committee is to ensure that the risks of each of the schools (financial and other) are identified, regularly reviewed and escalated to the Trust Board where necessary.

The committee's Finance duties include:

- Overseeing preparation of the Annual Budgets.
- Ensuring that the Annual Financial statements and report for the Trust give a full and accurate view of activities across the Trust.
- Ensuring that an appropriate Scheme of Delegation is in place.
- Reviewing and monitoring all policies within the committee's scope including those related to Risk Assessments, Governor Expenses and Contracts.
- Approving the opening and operation of any Trust and School bank accounts.
- Ensuring that the schools Asset Management Plans are regularly updated.

The committee's Audit-related responsibilities are in line with the Academies Financial Handbook. These include:

- Internal scrutiny of all financial processes to ensure that appropriate accounting methods are in place across the Trust.
- Risk Management with respect to all financial controls.
- Management of the Audit Plan – prepared by the External Auditor.
- Contributing to the governance statement that accompanies the Annual Accounts and providing assurance to the external auditors.
- Reporting of the current financial position to the Trust Board.
- Escalation to the Trust Board, of any matters which pose a significant risk to the Trust reputation or resources.

The Personnel of Lydiate Learning Trust

- Setting staff recruitment procedures including vetting requirements.
- Overseeing staff appointment procedures
- Ensuring that equal opportunities are provided in the Trust approach to recruitment.
- Overseeing performance management arrangements
- Pay Policy
- Staff well-being and retention strategies.

The Premises of Lydiate Learning Trust

- Setting standards and expectations for Health & Safety across the trust
- Reviewing and approving recommendations on premises-related expenditure
- In consultation with the Executive Head, overseeing premises-related funding bids.

Standing Items for each meeting;

- Detailed Financial Report with projections.
- Risk Report
- Audit Plan Update
- Asset Management Plan Update.
- People Update