



St Joseph Catholic Multi Academy Trust

SCHEME OF DELEGATION

COMMITTEE TERMS OF REFERENCE: FINANCE, ESTATES AND HR

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| Presented & Approved by Trust Board | 05.02.2024 |
| Signed by Chair of Trust Board | <i>A Connor</i> |
| Name of Chair of Trust Board | Ann Connor |
| Date Originally Approved | 07.01.2022 |
| Version | 1 |
| Date of Next Planned Review | September 2025 |

COMMITTEE TERMS OF REFERENCE: FINANCE, ESTATES AND HR

1. The Directors have the power to establish any committee to assist in the conduct of the business of the Trust. If a committee is to have decision making authority, the committee board must comprise a majority of Directors, enabling a quorate decision to be made.
2. Details of the committees established by the Trust are noted in the Trust's Structure Chart appended to the Scheme of Delegation.
3. Where relevant the following functions may be delegated to any committee or committees dealing with matters of finance, audit and risk.
4. The primary purpose of the committee is to monitor the effectiveness of those with executive responsibility for the tasks noted and to provide a perspective on such matters to the Board.

Finance

5. To ensure that the Trust Board is kept informed of all major financial issues concerning the Trust and its Academies, the overall Trust budget and those of the individual Academies, the management of funds against the budget, the benchmarking of financial performance and the heads of expenditure, the way funds are utilised (including value for money) and the way monies are secured.
6. To recommend the annual budget for the Trust and the Academies to the Trust Board for approval, having consulted Headteachers and (if appropriate) Local Governing Bodies.
7. To receive reports from the Headteachers regarding the Trust's/Academies' finances. This will include reports on the monitoring of income against expenditure and proposals to revise forecasts for the year. The committee will work with the Trust and the Headteachers to make any recommendations to the Trust Board.
8. To monitor the production, timeliness and accuracy of key financial statements in response to both statutory and local requirements.
9. To support (recommending and advising) the Trust Board in developing and then implementing a reserves policy and to consider the impact of strain in individual Academy budgets.
10. To support (recommending and advising) the Trust Board in developing and then implementing the Financial Regulations Manual and associated procurement policy.
11. To review tenders for major contracts as specified in the Financial Regulations Manual. To approve or reject tender proposals or, where required, make recommendations to the Trust Board.
12. To recommend any changes in the Financial Regulations Manual, where significant, to the Trust Board. To review the operations of the Trust and the Academies in relation to the procedures shown in the Financial Regulations Manual. To work with the Headteachers to resolve breaches and to improve procedures as appropriate.
13. To monitor key financial and accounting systems and reviewing any audits of these or the general finances of the Trust and make recommendations to the Trust Board and/or the Local Governing Bodies as appropriate.

Estates

14. To provide guidance to the Trust Board and in turn the Local Governing Body on all matters relating to premises.
15. To consider the repair and maintenance needs of the Academies' buildings and grounds, and to draw up, monitor and review the short, medium and long-term programmes of planned maintenance of premises and grounds related work at the Academies.
16. To be responsible for Health and Safety issues at the Academies, in conjunction with the duly appointed Health and Safety Consultant.
17. To consider reports from the Academy Headteacher or the Premises/Site Manager, as appropriate, on buildings and estate related issues.
18. To consider and formulate a policy for approval by the Local Governing Body on the use of the Academy buildings and estates by outside users for non-Academy activities, and to monitor and report on such use to the Local Governing Body.
19. To monitor insurance cover for the buildings, premises, plant, equipment and vehicles.
20. To monitor service contracts or other arrangements entered into in terms of effectiveness and value for money;
21. To monitor the use of all vehicles, plant and office equipment, including purchase and maintenance.
22. To monitor the provision of utility services and investigate the alternatives or alternative suppliers and the utilisation of energy saving practices

HR

23. To oversee implementation of the Trust's HR Policies and Procedures.
24. To advise the Trust Board on the effectiveness of the staffing structures adopted by the Academies, exploring opportunities for efficiencies and greater collaboration where appropriate.

Policies

25. Approve committee relevant policies on behalf of the Trust Board (with the exception of statutory policies which should be approved by the Board).