



## **THE 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 members 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 LGB will be nominated by the LGB to become a voting member of the committee. If that Governor is not able to attend a meeting of the Committee, the LGB, through its Chair, may nominate a substitute.

The Executive Headteacher and the Trust Director of Finance, Administration 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:

- Undertaking the tasks delegated on accordance with the RCT SoD.
- 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.
- Reviewing and updating the policies assigned to the committee
- Fulfilling the role of the Audit Committee as required by the Academies Financial Handbook.

The Finance, Resources and Audit Committee will meet at least once each term with a quorum of 3 plus an additional 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.

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 Academies Financial Handbook.

The committee will

- agree a programme of work annually to deliver internal scrutiny that provides coverage across the year
- review the risk register to inform the programme of work, ensuring checks are modified as appropriate each year
- agree who will perform the work
- consider reports at each meeting from those carrying out the programme of work
- consider progress in addressing recommendations
- consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations
- have access to the external auditor as well as those carrying out internal scrutiny, and consider their quality
- extend its oversight to the financial and other controls and risks at constituent academies.

- ensure information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the trust and (for MATs) by constituent academies, is accurate and in compliance with funding criteria.

### **THE PAY COMMITTEE**

The Pay Committee will consist of up to 4 personnel 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, Administration and Resources will attend as required. In particular the committee is responsible to the Board for:

- Ensuring the whole 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 3 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.

**Disqualification:** Any relevant have person employed to work at the school. The Executive Headteacher will be asked to withdraw when the pay or performance for the post is considered.

### **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 LGB chairs will meet informally up to 3 times a year to aid communication between all levels of Governance. The meetings will not be minuted but matters arising will be brought through the routine Members, Board and LGB meetings.

### **LOCAL GOVERNING BODIES**

The Local Governing Body (LGB) will consist of up to 9 Governors as proposed by each individual school and formally appointed by the Board. Membership comprises parents (2), staff (2), community governors (4) and the Headteacher/Head of School.

The LGB is accountable and responsible to the Board as detailed in the Trust SoD. In particular the LGB's responsibilities are to:

- Undertake tasks as delegated in the Trust SoD.
- Provide input into decisions as set out in the Trust SoD

- Gain assurances for the Board as required in the Governance Assurance Document.

The LGB will meet at least 3 times a year with a quorum of 3, with non-staff Governors being in the majority of those present and taking part. Governors' terms of office are 4 years but can be re-appointed by the Trustees. The chair and vice-chair will be elected annually but can only hold the post for a maximum of a 6-year stretch.

In order to gain the assurances required by the Board, the LGBs will each appoint Link Governors for the following aspects, to visit school, meet with their counterparts and report back to the LGB and thence to the Board:

- Health & Safety
- SEND and Disadvantaged Students
- Safeguarding
- Curriculum
- E-Safety
- School Food

Each LGB will nominate one of its (non-staff) Governors to serve as a voting member on the Trust's FR&A Committee, as above.

#### **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.