

TERMS OF REFERENCE FOR FINANCE AND PREMISES COMMITTEE (FPC)

The Terms of Reference have been prepared and agreed upon by the Board of Trustees of Forge Brook Trust (hereinafter referred to as the Trust) who may review them at any time but shall review them at least annually.

These Terms of Reference may only be amended by the Forge Brook Trust Board of Trustees.

CONSTITUTION AND MEMBERSHIP OF THE COMMITTEE

The committee shall be made up of at least three Trustees with membership decided by the Board of Trustees.

The Chair of the committee shall be elected by the Trustees at the first meeting of the new academic year.

The Clerk to the committee (the Clerk) will be appointed by the Board of Trustees.

PROCEEDINGS OF THE COMMITTEE

The committee shall meet at least three times per academic year.

The quorum for meetings and decisions shall be three Trustees. Every matter to be decided at a meeting of the Board shall be determined by a majority of the votes of the Trustees present and entitled to vote on the matter. Where there is an equal division of votes, the Chair of the meeting shall have the casting vote. A Trustee may not vote by proxy.

Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded in the minutes. The Clerk will ensure that the minutes are produced in sufficient time for their inclusion on the agenda of the next meeting of the Board of Trustees.

At every meeting of the committee the minutes of the last meeting shall be taken as the first agenda item after any apologies, Business Interest Changes and any exceptional items and, if agreed to be accurate, shall be signed as a true record.

The committee is authorised to invite attendance at its meetings from members of staff and any other individuals as it sees fit, to assist or advise on a particular matter or range of issues.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair, in consultation with the Chief Executive Officer, will take appropriate action on behalf of the committee. The decisions taken and reasons for urgency

will be explained fully at the next meeting of the committee and recorded in the minutes of that meeting.

The Finance and Premises Committee will undertake the following actions:

1. FPC will determine
 - a. the Trust's strategic approach to growth and income generation
 - b. the appointment of the Trust's Chief Financial Officer
 - c. the approval of related-party transactions, transactions in excess of the Find a Tender Service procurement limit, senior staff settlement payments and the annual capital allocation plan.
2. FPC will present to the Board for approval
 - a. the annual budget which it has reviewed and regular reports on financial performance and the impact of resource deployment
 - b. policies in relation to procurement and growth and investment.
3. FPC will approve other finance related policies on behalf of the Board (for example charging and remissions).

The Finance and Premises Committee will hold the executive leadership team to account as follows:

1. FPC will ensure
 - a. there is a financial and resource management strategy which will enable the Trust to deliver its strategic objectives (as outlined in the trust's Trust Development Plan), and maintain its position as a going concern
 - b. the Trust's financial and resource operations are compliant with statutory requirements (such as those in the *Academy Trust Handbook*) and appropriate financial controls and procedures are put in place
 - c. there are plans for financial sustainability, growth and ongoing improvement/investments which have been prepared on a financially reasonable basis (using appropriate and realistic assumptions), reviewed for appropriateness and stress/scenario tested
 - d. the deployment of both funding and resources delivers an appropriate return on investment (financially and educationally) for the taxpayer.
2. FPC will scrutinise
 - a. the operational and educational budget and funding models to ensure they support the strategic plan of the Trust, deliver a balanced budget and are in line with agreed key performance targets
 - b. in-year financial performance at Trust and academy level, ensuring costs are in line with the agreed Key Performance Indicator parameters
 - c. the budget, planning, delivery and impact of all capital (estates and IT) expenditure

- d. the management of working capital and cashflow
- e. plans and projects which deviate from agreed budgets in advance of their commissioning
- f. procurement activity (including strategy) and the efficiency and financial impact of external contracts
- g. the income generation activity (including strategy) and the efficiency and effectiveness of the activities to generate additional income (income achieved vs cost of chasing addition income)
- h. the Trust's asset and estates management strategy
- i. the Trust's approach to its environmental responsibilities.

Appendix 1 – Delegated Limits

Tier	Group	Authorising an order (up to £X)
1	Budget Holders	500
2	Headteacher (Primaries)	5000
3	Principal (Secondaries)	10,000
4	Director of School Improvement (Primaries)	10,000
6	CFO	25,000
7	CEO	50,000
8	Finance Committee	Above 75,000 up to 499,999
9	Board of Trustees	Over 500,000