

**SIR GRAHAM BALFOUR
MULTI-ACADEMY TRUST**



**Finance, Premises and Health and Safety
Committee**

CHANGE CONTROL

<i>Date</i>	<i>Issue</i>	<i>Details of change</i>
07/05/17	0.a	Initial Draft
07/07/17	0.b	Updated following review by FPHS committee meeting 4 th July '17
31/07/17	1.0	Issue etc, updated following approval through '7-day process'
29/11/18	2.0	Approval at Board Meeting 28/11/2018
27/11/2019	2.0	No changes

AUTHORISATION

Approved at Board Meeting 27/11/2019

Signed:



27-11-2019

Chair of Board

Date

SIR GRAHAM BALFOUR MULTI-ACADEMY TRUST POLICIES AND PROCEDURES

Introduction

The purpose of this document is to detail the membership, operation and responsibilities of the Sir Graham Balfour Multi-Academy Finance, Premises and Health and Safety Committee.

Membership

The Finance, Premises and Health and Safety Committee comprises 6 members as follows:

- 3 Trustees
- Chief Executive Officer
- 2 appointed by the LGBs of the member institutions
- Trust Business Manager (with full voting rights)

Meetings

The Committee will meet on a minimum of three occasions in each Academic Year with the dates being agreed at the final board meeting of the previous Academic Year.

The Board has the authority to change the above dates or arrange further meetings if directors deem it appropriate.

On all occasions meeting documentation, including the Meeting Agenda, Minutes of the previous Board Meeting and any other available papers, will be distributed to members to give a minimum of seven clear calendar days between their receipt and the day of the meeting.

At the first committee meeting of the Academic Year members present will appoint a Chair and Vice-Chair for a term of office terminating at the first committee meeting of the following Academic Year.

The Committee may invite any individual who they believe can assist or advise on a particular matter or range of issues to any Committee Meeting. Such individuals will, with the permission of the chair, address the meeting as appropriate but shall not be entitled to vote.

Quorum

The Committee will be deemed quorate if 50%, including a minimum of two trustees, rounded up, of then current members are present.

Voting

All members present at a meeting will be entitled to a single vote on any matter which requires a formal Committee resolution.

In the event of a tied vote the meeting chair will have a casting vote.

Committee Responsibilities

RESPONSIBILITIES OF THE COMMITTEE

1.0 Finance

- 1.1 To own all Audit Committee responsibilities for the Trust and to advise the Board on matters relating to the Trust's finance and audit arrangements, systems of internal control and to advise and aid the Board's responsibility to ensure sound management of the Trust's finances and resources, including proper planning, monitoring and probity.
- 1.2 The Committee will report to the Board on any decision taken in accordance with the Scheme of Delegation and delegated powers, including the academies assets, depreciation and removal of such items from the asset register.
- 1.3 The Finance Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any Director, governor, employee, external audit, internal audit or other assurance provider.
- 1.4 The Finance Committee is authorised to obtain any outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer and/or Chair of the Trust Board.
- 1.5. The duties of the Finance Committee, including Audit responsibility are to:
 - 1.5.1 fulfil its responsibilities as set out in these Terms of Reference in line with the Academies Financial Handbook, the Trust's Financial Regulations and in compliance with the Funding Agreement with the Secretary of State of Education.
 - 1.5.2 ensure sound management of the Trust's finances and resources, including proper planning, monitoring, probity and value for money.
 - 1.5.3 advise the Trust Board on specific remuneration packages of the CEO and Headteachers, including hiring relocation costs, to ensure that staff are fairly rewarded in relation to their individual contributions to the Trust's overall performance.
 - 1.5.4 demonstrate to the public that the pay of senior staff is set by a committee which has no personal interest in the outcome of its decision and which gives due regard to the interests of the public and of the financial health of the Trust.
 - 1.5.5 advise the Board and Accounting Officer on the adequacy and effectiveness of the Trust's governance, risk management, internal control and value for money systems and frameworks. An annual report will be produced by the Finance Committee in this regard;
 - 1.5.6 advise the Board on the appointment, re-appointment, dismissal and remuneration of the external auditor;
 - 1.5.7 advise the Board on the need for and then, where appropriate, the appointment, reappointment, dismissal and remuneration of an internal auditor or other assurance provider;
 - 1.5.8 advise the Board on an appropriate programme of work to be delivered by independent assurance providers. This programme of work should be to be derived from the Finance Committee's regard of the key risks faced by the Trust, the assurance framework in place and its duty to report to the Board;

- 1.5.9. ensure that where a full internal audit service is commissioned the service provider complies with the standards set by the Chartered Institute of Internal Auditors. This will mean the internal audit provider must conform to the Public Sector Internal Audit Standards;
- 1.5.10 review the external auditor's annual planning document and approve the planned audit approach;
- 1.5.11 receive reports (assignment reports, annual reports, management letters etc.) from the external auditor, internal auditor and other bodies, for example the EFA, and consider any issues raised, the associated management response and action plans. Where deemed appropriate, reports should be referred to the Board or other committee for information or action;
- 1.5.12 regularly monitor outstanding audit recommendations from whatever source and ensure any delays to agreed implementation dates are reasonable;
- 1.5.13 establish and monitor KPIs with regard to the performance of the external auditor, internal auditor or other assurance provider;
- 1.5.14 review the Trust's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately;
- 1.5.15 consider any additional services delivered by the external auditor, internal auditor or other assurance provider and ensure appropriate independence is maintained;
- 1.5.16 ensure appropriate cooperation and coordination of the work of the external auditor and internal auditor;
- 1.5.17 meet with the external auditor and internal auditor or other assurance provider, without management present, at least annually.

1.6. Subject to the detailed requirements of the Academies Financial Handbook, Funding Agreement and the Financial Regulations of the Trust, the Committee shall consider and advise the Trust Board on the following specific matters:

- 1.6.1 The annual estimates of income and expenditure and financial forecast for the Trust and its Academies;
- 1.6.2 Monitoring of revenue finances of the Trust and its Academies and advising the Trust Board on progress to achieving its financial objectives;
- 1.6.3 Monitoring of policies relating to finance, staffing and buildings, including Health and Safety, capitalisation, depreciation, treasury management, investment and borrowing;
- 1.6.4 The acquisition or disposal of land to be used by the Academies;
- 1.6.5 The financial elements of the Risk Management Policy including Health and Safety, buildings and insurance;
- 1.6.6 The management accounts of the Trust, and to advise the Trust Board on the year end accounts;
- 1.6.7 Strategic matters with financial implications concerning sponsorship of Academies;
- 1.6.8 The Financial Regulations, to be reviewed on an annual basis;
- 1.6.9 To consider any relevant legal and contractual documentation operating within the Articles of Association, Scheme of Delegation, Funding Agreement and Financial Regulations;
- 1.6.10 To monitor policies in relation to non-educational services such as Human Resources, publicity and marketing and to agree changes as necessary;

1.6.11 To monitor the deployment of non-financial resources, including personnel and property, with a view to advising the Trust Board on the effectiveness of such resources.

1.7 Remuneration

- 1.7.1 The committee shall advise the Trust Board on the remuneration packages of the CEO and Headteachers and in doing so shall consider the following component elements: basic salary; pension provisions;
- 1.7.2 the main terms and conditions of each individuals' service agreement, with particular reference to the notice provisions.
- 1.7.3 The committee shall evaluate annually the specific remuneration package for the CEO, against pre-established performance goals and objectives and an appropriate peer group.
- 1.7.4 The Committee shall receive a report from the CEO on the performance of the headteachers and for the recommendation on Head Teacher's pay.
- 1.7.5 The Committee shall receive a report from the Chair of the Trust Board on the performance of the CEO.
- 1.7.6 The Committee will review and assess performance targets, goals and objectives established before the commencement of the relevant period and determine whether such goals and objectives have been achieved at the end of the relevant period.
- 1.7.7 The Committee shall advise the Trust Board of any compensation (including augmentation of pension benefits) which may be payable in the event of early termination of the employment of the CEO, Headteachers or any senior member of staff with the broad aim of: avoiding rewarding poor performance and dealing fairly with cases where early termination is not due to poor performance.
- 1.7.8 The Committee shall routinely review and approve any changes to the job description of the CEO, and ensure this happens whenever the configuration, makeup and membership of the Trust changes.
- 1.7.9 The committee shall hold oversight of the pay and conditions of service of all employees of the Trust.

2.0 Premises, Health and Safety

- 2.1 To ensure the MAT complies with all relevant Health and Safety regulations
- 2.2 To annually review the H&S Policy
- 2.3 To ensure that the responsibilities of the Board of Directors are is charged regarding all environmental issues under the Environmental Protection Act 1990 and subsequent legislation.
- 2.4 To monitor risk assessments carried out by staff
- 2.5 To monitor the process and outcome of the bi-annual health and safety audit and other checks including electrical fittings, alarms, lighting, water purity, asbestos, waste management and other inspections carried out by external contractors.
- 2.6 To provide support and guidance to the Headteacher on all matters relating to the Academy premises and grounds, security and health and safety.

- 2.7 To seek to improve facilities in all schools within the MAT to meet both internal and external needs
- 2.8 To ensure that a termly inspection of the premises and grounds is carried out and prepare a statement of priorities for maintenance and development for the approval of the Board
- 2.9 To approve costs and arrangements for maintenance, repairs and redecoration within the relevant budget allocation.
- 2.10 To oversee procurement processes and contract management as per scheme of delegation authority
- 2.11 To prepare a Lettings and Charges policy for the approval of the Board of Directors
- 2.12 To ensure that work carried out by external contractors is monitored and evaluated
- 2.13 To receive reports from the Business Manager
- 2.14 To provide reports to the Board of Directors.
- 2.15 To ensure that Health & Safety is a regular agenda item.

Monitoring and Evaluation

These Terms of reference will be evaluated by the Finance, Premises and Health and Safety Committee annually, at its first meeting of an Academic Year, or more frequently if legislation or experience suggests it is appropriate to do so.