



The Olympus Academy Trust

Governance Framework Appendix K

Terms of Reference – Finance & Resources Committee

Document Summary

Document Owner:	L Day
Version:	V9
Document Status:	Approved
Date Last Approved:	January 2020
Date of Next Review:	September 2020
Review Frequency:	Annually
Owner: (Olympus or School)	Olympus
Governing Committee:	FRC
Statutory or Optional policy:	Optional
Appendices:	
On Trust Website?	Yes
On School Websites?	n/a

Amendment History

Version	Amendment Date	Author	Amendment Summary
1	24 January 2012	EO	<ul style="list-style-type: none"> Approved by Board
2	18 December 2012	EO	<ul style="list-style-type: none"> Effective 1 January 2013. Approved by Board.
3	5 February 2013	EO	<ul style="list-style-type: none"> Updated terminology only. Approved by Board.
4	6 November 2013	FRC	<ul style="list-style-type: none"> Removed H&S, D&I, added Sustainability. Approved by Board
5	9 December 2015	FRC	<ul style="list-style-type: none"> Amended references to 'Federation' to 'Trust'. Section 2.1 amended to say that a representative from every LGB is no longer mandatory, although encouraged. Approved by Board

6	11 November 2016	JAn	<ul style="list-style-type: none"> • Amended reference to board of directors to Board of Trustees. • Removed reference to Human Resources and associated clauses. • Approved by Board
7	9 September 2017	Chair / JAn	<ul style="list-style-type: none"> • Deleted responsibility for employment of staff, changed 'communication' to 'information technology', clarified position of Company Secretary re committee, and clarified sustainability. • Approved by Board
8	June 2019	Clerk	<ul style="list-style-type: none"> • No change • Approved by Board
9	January 2020	BSm	<ul style="list-style-type: none"> • No change • Approved by Board

1 Overall Purpose

- 1.1 To support the Board of Trustees in ensuring that a framework is established and maintained for optimising the employment of all the resources available to The Trust to enable it to meet its business and financial objectives.
- 1.2 To ensure that The Trust's framework of financial planning, treasury management, systems and controls is enabling the proper management of the financial resources.
- 1.3 To develop strategies for information technology (IT), procurement, value for money, facilities management, and sustainability (both financial and environmental).
- 1.4 To support the Board of Trustees in providing an added level of scrutiny in the monitoring of financial performance across the Trust and the performance of other central and support services.
- 1.5 To consider and advise the Board on proposals for material or significant events including expansion of the Trust.
- 1.6 To keep the Board of Trustees regularly informed of the committee's activities and key decisions.

2. Composition

- 2.1 A minimum of seven members including:
- 2.2 A majority of trustees to the Board Representation from local governing committees within the Trust.
- 2.3 In governance reviews the Chair of Trustees and Remuneration and Nominations Committee (RNC) can ensure the right skills and representation is on each of the committees.
- 2.4 The membership will be subject to a selection process overseen by and subject to the approval and annual review of the Board of Trustees.
- 2.5 The chair will be a trustee and will be appointed as committee chair by the Board of Trustees from within the committee's membership taking into account the skills and experiences required for the position and the balance of chairing responsibilities within the Trust.
- 2.6 The committee will be supported by the Head of Business Operations, who will normally be the lead member of staff in attendance. If the Head of Business Operations is not also the Company Secretary, then the Company Secretary will also support the committee.

3. **Frequency of meetings**

- 3.1 Six termly meetings a year scheduled to align with regulatory and reporting requirements wherever possible.
- 3.2 Additional ad hoc meetings may be arranged to deal with identified significant issues or to cope with increased workload.

4. **Quorum**

- 4.1 The quorum shall be three committee members and the majority of those present must be trustees.

5. **Core Functions**

5.1 **General**

- (i) Setting the standards for the delivery of all financial and business support services across the Trust and keeping them under review.
- (ii) Agreeing all financial and business support policies and keeping them under review.
- (iii) Monitoring key financial and business support services performance indicators across the Trust, adding an additional level of more detailed scrutiny to the Board of Trustees' responsibility for setting and reviewing performance, benchmarking internally and externally, and directing corrective action where necessary.
- (iv) Considering and making recommendations to the Board of Trustees on compliance with all regulatory and other financial reporting requirements.

5.2 **Finance**

- (i) Reviewing and recommending to the Board of Trustees the budget strategy for the coming year.
- (ii) Monitoring the Trust's performance against budget and alert the Board of Trustees to any significant variances.
- (iii) Ensuring that The Trust's assets are protected by the maintenance of adequate insurance cover.
- (iv) Keeping the bank mandate and banking provision under review.
- (v) Reviewing and recommending treasury management policy to the board of Trustees.
- (vi) Maintaining the stability of The Trust's financial position by monitoring the cash flow and ensuring the effectiveness of financial controls.

5.3 Procurement and Value for Money

- (i) Developing and agreeing The Trust's strategies for procurement and value for money.
- (ii) Agreeing procurement policies in relation to pre-tender, tender, and post tender processes and adherence to The Trust's diversity and inclusion strategy.
- (iii) Monitoring compliance in relation to procurement and measure the effectiveness of procurement processes and other efficiency measures in delivering value for money.

5.4 Information Technology (IT)

- (i) Developing and agreeing The Trust's strategies for information technology.
- (ii) Considering and agreeing any capital investments in IT ensuring that there is a robust business case which demonstrates value for money and a clear project management structure.

5.5 Facilities Management

- (i) Ensuring that The Trust is accommodated, equipped and administered to provide efficient, effective and economic services.

5.6 Risk Management

- (i) Developing and recommending to the Board of Trustees the Trust's risk management strategy.
- (ii) Agreeing a framework for the production of the Trust's risk maps and policies and procedures, ensuring that key risks are identified and monitored, that appropriate controls are in place, and action is being taken to offset or manage them.
- (iii) Conducting twice yearly reviews of all strategic risks to the Trust and all high operational level risks.
- (iv) Ensuring that risk awareness is included in the annual governance development programme and that the session is open to all Trustees, Governors, committee members and senior staff across the Trust.

5.7 Sustainability

- (i) Developing and agreeing The Trust's strategy for implementing sustainability principles and practices throughout The Trust's activities. This should consider both financial and environmental aspects.