

# East Midlands Academy Trust

## Finance, HR & Estates Committee Terms of Reference 2023/2024

**'Every child deserves to be the best they can be'**



East Midlands Academy Trust is a company limited by guarantee registered in England & Wales No. 08149829  
Orchard Academy, Shepherdswell Academy, Castle Academy, Hardingstone Academy, Stimpson Avenue Academy,  
Prince William School and Northampton International Academy are all business names of the East Midlands Academy  
Trust.

Scope: East Midlands Academy Trust	
<b>Version:</b> V4	<b>Filename:</b> EMAT Finance, HR & Estates Committee Terms of Reference
<b>Approval:</b> Sept 2023	<b>Next Review:</b> July 2024 <i>This ToR will be reviewed by the Trust Board annually</i>
<b>Owner:</b> East Midlands Academy Trust Board of Trustees	<b>Union Status:</b> Not Applicable

RevisionDate	Revisor	Description of Revision
Sept 2023–V4	A Rigler	Correct title of committee throughout document. Reflect update from CFO to Deputy CEO.
July 2022 – V3	M Juan	Update to include the choice to conduct virtual meeting to ensure quorum.
July 2021 – V2	M Juan	Terms of reference review – No Changes.
May 2020 –v1	M Juan	New EMAT Finance, HR & Estates Committee Terms of Reference.

## EMAT Finance, HR & Estates Committee ToR

### 1. Constitution

- 1.1. The East Midlands Academy Trust (EMAT) Board of Directors has resolved to establish a Finance, HR & Estates Committee to advise the Board on matters relating to the Trust's finance, personnel and estates and to advise and aid the Board's responsibility to ensure sound management of the Trust's finances and resources.
- 1.2. The Finance, HR & Estates Committee is responsible to the Trust Board.
- 1.3. The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.
- 1.4. The Committee reports directly to the Trust Board of Directors which receives minutes, reports and recommendations from the Committee.

### 2. Membership

- 2.1. The Committee membership will be determined by the Trust Board and shall have a minimum of three members and a maximum of five members. A majority of Committee members must be Directors of the Trust Board.
- 2.2. Subject to paragraph 2.3, the Committee shall at the first meeting of each academic year elect a member to act as chair of the Committee (the Chair). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.3. No person may act as Chair under paragraph 2.2 unless they are also a member of the Trust Board
- 2.4. All members have equal voting rights. In the event of an equal division of votes, the Chair shall have a second or casting vote. However, no vote on any matter shall be taken at a meeting of a committee of the governors unless the majority of members of the committee present are Directors.
- 2.5. The CEO and Deputy CEO will be ex officio members of the FHRE Committee. The CEO and Deputy CEO will be excluded when pay matters relating to the CEO are to be considered.
- 2.6. The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.
- 2.7. The Committee will self-assess its performance against these Terms of Reference on an annual

basis and will also review the Terms of Reference, submitting any proposed changes to the Board for approval.

- 2.8 The members of the Committee shall hold office from the date of their appointment until the resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever shall first happen).
- 2.9 Administrative support will be provided by the Clerk to the Board
- 2.10 The Finance, HR & Estates Committee will meet at least once per term. The Chair or any two members may call a meeting

### **3. Quorum**

- 3.1. The quorum for a meeting of the Finance, HR & Estates Committee shall be any 3 members.
- 3.2. If necessary, meetings might be conducted virtually to ensure quorum.

### **4. Main Duties and Responsibilities**

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 Board on the following specific matters:

- 4.1. The overall finances of EMAT including:
  - a. The annual estimates of income and expenditure and financial forecast for the Trust and its Academies
  - b. Monitoring of revenue finances of the Trust and its Academies and advising the Board on progress towards achieving its financial objectives
  - c. The acquisition or disposal of land to be used by the Academies
  - d. The management accounts of the Trust, and to advise the Board on the year- end Accounts
  - e. Strategic matters with financial implications concerning sponsorship of Academies
  - f. The Financial Regulations, to be reviewed on an annual basis
  - g. To consider any relevant legal and contractual documentation, operating within the Articles of Association, Schemes of Delegation, Funding Agreement and Financial Regulations
  - h. To monitor policies in relation to non-educational services such as Human Resources, publicity and marketing and to agree changes as necessary;
  - i. 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
  - j. To monitor the use of the pupil premium and other earmarked or dedicated funds

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- k. Approve Asset Management policy and plan for the Trust
- l. Approve Asset Management policy and plan each individual school

4.2 Monitoring all Human Resource aspects and personnel of EMAT including:

- a. Staff recruitment procedures
- b. Staff appointments procedures
- c. Equal opportunities
- d. Performance review of CEO
- e. Employment contractual matters
- f. Remuneration packages of the CEO and Deputy CEO
- g. Disciplinary, capability and grievance aspects relating to CEO and Deputy CEO and relating to other staff to the extent if at all provided for in relevant policies and procedures
- h. Staff well-being and retention strategies
- i. Oversight of HR policies, their implementation and impact on staff welfare and pupils' performance

4.3 The Estates of EMAT including:

- a. To advise the Board on priorities, including health and safety, for the maintenance of the existing Academy buildings
- b. To oversee arrangements for repairs and maintenance
- c. To make recommendations on premises-related expenditure
- d. In consultation with the CEO, oversee premises-related funding bids
- e. To oversee arrangements, including health and safety, for the use of the premises by outside users
- f. To establish and keep under review accessibility plan and travel plan.

## 5. Policies

5.1 Review and approval of policies delegated by the Trust Board

***Statutory policies/documents***

- Charging and remissions
- First aid in schools
- Health & Safety
- Premises management documents
- Capability of staff
- Staff discipline, conduct and grievance (procedures for addressing)

- Statement of procedures for dealing with allegations of abuse against staff
- Equality information and objectives (public sector equality duty) statement for publication
- Single central record of recruitment and vetting checks
- Accessibility plan

***Other policies***

- Restructuring and redundancy
- Pay policy

**Finance Agenda items:**

Period	Item
September	<ul style="list-style-type: none"> <li>• Draft management accounts period 12</li> </ul>
November	<ul style="list-style-type: none"> <li>• Statutory accounts approval</li> <li>• October management accounts (Period 2 management accounts)</li> </ul>
December	<ul style="list-style-type: none"> <li>• December Management Accounts</li> <li>• Forecast</li> </ul>
January	<ul style="list-style-type: none"> <li>• January accounts</li> <li>• Budget assumptions papers</li> </ul>
April	<ul style="list-style-type: none"> <li>• February Management Accounts (Half Year accounts)</li> </ul>
June	<ul style="list-style-type: none"> <li>• March/April Management Accounts</li> </ul>
July	<ul style="list-style-type: none"> <li>• May Management Accounts</li> <li>• May based forecast</li> <li>• HTs sign off budget</li> </ul>