

## WMAT Trust Board Finance and Audit Committee 2019-20 Terms of Reference

### Committee Membership and Meetings

1. The membership of this committee must be a minimum of 4 Trustees to include the accounting officer of the WMAT and at least 1 Trustee with recent and relevant professional finance experience.
2. The membership of this committee shall be;
  - Duncan Raper
  - Brian Heather
  - Mark Howarth
  - Annabel Kay (CEO and accounting officer)

The WMAT accountant or/and WMAT Strategic Business Director shall be in attendance.

3. Additional attendees can be invited to assist or advise on a particular matter or range of issues. Any board member may attend a meeting as an observer.
4. The membership will be agreed annually normally at the first meeting of the board in the autumn term.
5. The Chair shall be elected by the committee on an annual basis at its first meeting in the autumn term. If the Chair is absent from a meeting the committee will elect a temporary replacement. No employee or non-director can be a Chair.
6. The quorum for each committee meeting is fixed at 3 (2 must be Board Members).
7. Only Trustees who are members of the committee may vote and where necessary, the committee Chair may have a second or casting vote.
8. The committee must meet at least three times each academic year, prior to WMAT Board meetings, and as often thereafter as is necessary to fulfil its responsibilities.
9. The agenda and supporting papers are to be circulated at least 5 working days before each committee meeting. A formal record of the meeting will be maintained and this must be circulated to all Trustees.

### Purpose of Committee

To assist the decision making of the WMAT, by enabling more detailed consideration to be given to the best means of fulfilling the WMAT Trust Board's responsibilities.

To ensure that the WMAT complies with the Academies Financial Handbook and any other DfE/EFA directives.

To maintain a strategic oversight of the WMAT financial position and long term financial plan in order to maintain the financial strength of the WMAT to support high outcomes for all its pupils and to make recommendations to the Trust Board accordingly.

## **Terms of Reference**

1. To consider and recommend to the Trust Board, a 5 year budget for the Trust and the individual schools.
2. Exercising delegated authority to ratify a LGB budget plan, approve in year modifications, challenge actions if going into deficit and decide on or make recommendations to Trust Board in respect of request for additional in year funding.
3. Recommend to the Trust Board the calculations to be used to determine school contributions to any centrally held budget, funded activity or resource.
4. Receipt and scrutiny of monthly budget monitoring reports for the WMAT Central Services and its schools.
5. Monitor the cash flow activities of the WMAT on a monthly basis.
6. Monitor and report on any in year variance of spend against allocations and make recommendations as to any actions required to prevent a deficit arising.
7. To approve any virement between school and Central Service budget and likely budget overspend.
8. To establish financial decision levels and limits through the annual review of the WMAT financial scheme of delegation.
9. To authorise payments on central or individual school items within agreed financial limits
10. Monitor spending decisions to ensure they are informed by best value or comply with EU procurements rules.
11. Produce a WMAT 5yr plan which is monitored and used to inform long term spending decisions and recommendations to the Trust Board.
12. Undertake duties required to enable compliance with ESFA Financial reporting requirements.
13. To have oversight of the internal system of control to minimize risk, including tracking of progress on audit recommendations and ESFA reporting.
14. Receive reports from the Responsible Officer and Auditors and ensure any actions required are initiated and or monitoring undertaken.
15. Where financial benchmarking is available use it to compare expenditure with similar schools and review value for money throughout the WMAT.

16. Contribute to the drafting of policies and plans which have financial implications or requirements.
17. To maintain a register of business interests / conflicts of interest for all members, trustees, governors and senior staff and review annually, ensuring that it is published as required.
18. To review those areas on the risk register delegated to the Finance and Audit committee and agree actions to mitigate that risk.

#### Reporting requirements

- Submit agreed WMAT budget to WMAT Trust Board for approval.
- Report to WMAT Trust Board revisions to agree budget and seek approval for any significant changes any monitoring issues or collaboration or funding opportunities.
- Report to the Trust Board end of year out turns and commitments against any carry forward.
- Report termly to the Trust Board a summary of the Trusts financial position including year to date surplus/deficit and predicted year end surplus/deficit. Report any areas of concern.
- Recommend to the Trust Board bids submission to DfE or external funding streams for additional revenue or capital money.
- Report 6 times a year to the Local Governing Body a summary of the monthly account review meeting to include; summary of scrutiny, overview of schools financial position year to date and predicted for year end, any agreed actions with the Head Teacher for the Governing Body to monitor.

#### Advising and requiring actions of Local Governing Bodies

Specific responsibility for the dissemination of information and actions required of Local Governing Bodies will be delegated to the clerk to the WMAT. Local Governing Bodies will be required via that person to confirm actions taken.

#### Advising and requiring actions of Academy Schools

Delegated responsibility for informing and ensuring actions required by the committee are executed at individual school level will be through the Chief Executive Officer or Chief Finance Officer as is appropriate and recorded in the committee minutes.

**These Terms of Reference for the Finance and Audit Committee of the WMAT were approved by The Trust Board of the WMAT on the 10<sup>th</sup> July 2019.**

**Review Due July 2020**

## ANNUAL SCHEDULE OF FINANCE AND AUDIT COMMITTEE BUSINESS

	<b>Monthly monitoring of accounts .</b>  Face to Face minuted meeting between minimum of 1 Finance trustee and school's Finance Officer <i>12 sets to be scrutinised. Where necessary 2 sets can be reviewed in 1 meeting</i>	<b>Scrutinising proposed budgets with Head Teacher</b>  Face to Face minuted meeting between 2 Finance trustees, CEO, SBD, HT, Lead Finance Governor, Finance Officer	<b>Finance and Audit Committee Meeting</b>  Business to be considered by a quorate meeting of the WMAT Finance and Audit committee
Autumn Term	<ul style="list-style-type: none"> <li>• July accounts</li> <li>• August accounts</li> <li>• September accounts</li> <li>• October accounts</li> </ul>		<p><b><i>F&amp;A meeting 1</i></b></p> <ul style="list-style-type: none"> <li>• Agree Chair of committee</li> <li>• Receive Financial procedures, administration and control manual.</li> <li>• Approve written scheme of delegation of financial powers.</li> <li>• Review changes in Academies Financial Handbook</li> <li>• Review and agree annex C of AFH</li> </ul> <p><b><i>F&amp;A meeting 2</i></b></p> <ul style="list-style-type: none"> <li>• Agree audited accounts to recommend to the Directors</li> <li>• Consider reappointment of auditors to recommend to Members</li> <li>• Receive WMAT Development Plan – Finance responsibilities</li> <li>• Review Risk Register (highlight to Board significant risks and agreed actions to reduce.)</li> <li>• Agree report to the Trust Board, to include summary of the Trusts financial position, risk, strategic objectives.</li> </ul>
Spring Term	<ul style="list-style-type: none"> <li>• November accounts</li> <li>• December accounts</li> <li>• January accounts</li> <li>• February accounts</li> </ul>	<ul style="list-style-type: none"> <li>• January; proposed budget reforecast</li> </ul>	<p><b><i>F&amp;A meeting 3 (HTs be requested to attend)</i></b></p> <ul style="list-style-type: none"> <li>• Consider Strategic Plans for the Trust and the financial implications</li> <li>• Agree budget assumptions with HTs based on the above</li> <li>• Receive and approve Financial Reserves Policy</li> <li>• Receive and Approve WMAT investment Policy</li> <li>• Review Development Plan</li> <li>• Review Risk Register</li> </ul>

			<ul style="list-style-type: none"> <li>• Agree report to the Trust Board, to include summary of the Trusts financial position, risk, strategic objectives.</li> </ul>
Summer Term	<ul style="list-style-type: none"> <li>• March accounts</li> <li>• April account</li> <li>• May accounts</li> <li>• June accounts</li> </ul>	<ul style="list-style-type: none"> <li>• May; Proposed budget for submission</li> </ul>	<p><b><i>F&amp;A meeting 4</i></b></p> <ul style="list-style-type: none"> <li>• Approve budget forecast return outturn by 21<sup>st</sup> May</li> <li>• Review Development Plan</li> <li>• Review Risk Register</li> <li>• Agree Focus for external audit process</li> <li>• Agree report to the Trust Board, to include summary of the Trusts financial position, risk, strategic objectives.</li> </ul> <p><b><i>F&amp;A meeting 5</i></b></p> <ul style="list-style-type: none"> <li>• Agree budgets (WMAT &amp; individual schools) to recommend to the Trust Board</li> <li>• Review Committee Terms of Reference</li> <li>• Review Development Plan</li> <li>• Review Risk Register</li> <li>• Agree report to the Trust Board, to include summary of the Trusts financial position, risk, strategic objectives.</li> </ul>