

## CAT Requirements for Terms of Reference for LGB Committees with responsibility for Finance

At their meeting of 7<sup>th</sup> January 2015 Cheshire Academies Trust Board of Trustees agreed that all CAT Academy Local Governing Body Finance Committee's would work to a CAT Terms of Reference (ToR) to ensure consistency and compliance across the Trust. In reality this presents a challenge as each CAT Academy has a different committee structure relating to financial responsibility (e.g. some LGB's have a committee solely dedicated to financial matters, others may have a Resources Committee with a number of responsibilities). The Board does not seek to direct the LGB's in how their committee structures are arranged and therefore a generic Finance ToR would not be suitable for the Academies in our Trust.

Therefore the Trust Board requests that when developing the ToR for their committee with financial responsibility, the LGB ensures the following objectives/agenda items are included in relation to finance. These items have been agreed by the CAT Director of Operations and Gillian Hunt, CAT Trustee and will be reviewed annually by the Director of Operations or more frequently in response to EFA guidance.

Objectives and Agenda Items	Frequency
To review actual spend against the agreed budget and maintain an overview of financial spending in line with agreed levels of income and expenditure	No less than termly
To plan with the Headteacher/Principal, Bursar and CAT Director of Operations a balanced budget linked to the priorities of the school development plan that is compliant with the requirements of the DfE, EFA and CAT	No less than termly
To give feedback on the academy's current and future financial position to the Local Governing Body	Termly
To identify current and future financial risks and accrue/plan accordingly via maintenance of the academy risk register	On-going
Seek to maximise income generations opportunities and applications for funding from external sources	On-going
To agree the budget for and any amendments to the staffing structure	Staffing budget to be agreed in the summer term
To agree the budget for and any amendments to the overall academy budget and recommend to the LGB for approval (the Trust Board has the responsibility for final approval for the overall Trust budget)	Summer Term
To organise an internal review of financial management, control and evaluation in conjunction	Spring Term

with the CAT Director of Operations and report back to LGB and CAT Trustee Board	
Ensure the academy is compliant with CAT Finance policies and procedure	On-going
Seek to maintain the expertise of Finance Committee members as required	On-going
Carry out and review actions as identified at Finance committee meetings or via the CAT Trust Board or external audit	On-going
Approve or reject any and all non-budgeted expenditure that arises throughout the school year that is over and above £2,000	On-going
To review quotes (2 minimum) and approve expenditure for all items over and above £2,000	On-going
To produce a 3 year budget and school development plan with the Headteacher/Principal, Bursar and CAT Director of Operations which includes a review of current/future staffing structures. Any deficit budgets must include a 3 year deficit recovery plan	Autumn Term
To review the annual audited financial statements for CAT	Late Autumn/Spring Term
To develop and deliver a capital funding plan with input from other relevant committees as necessary	Annually

- Governors should note that this list is not exhaustive and should be supplemented with additional objectives suitable to your Academy
- Governors must ensure all pecuniary interests are declared and that meetings are minuted and are quorate
- Governors must share a copy of their final ToR with the CAT Director of Operations. The ToR must be reviewed annually