

TALL OAKS ACADEMY TRUST

Terms of Reference for Committees of the Board of Trustees

Finance, Audit and Operations Committee

Purpose of the Committee

To provide guidance and assurance to the CEO and Board of Trustees on all matters relating to Finance, HR, Premises, Health and Safety, the Environment and Sustainability, Safeguarding and Performance .

1. The Finance, Audit and Operations Committee will be composed of at least 3 Trustees
2. The membership of each committee will be agreed on an annual basis at the first meeting of the Board of Trustees in October.
3. The Chair of each committee is elected by the full Board of Trustees on an annual basis at the first meeting of the Board of Trustees in the Autumn term. (October) No Trustee employed by the Academy Trust will act as Chair to the committee. In the absence of the Chair, the committee will elect a temporary replacement from among the Trustees present at the committee meeting.
4. The Clerk of the Committee is elected by the Board of Trustees.
5. In the absence of the **Chair** or Clerk, the committee will elect a replacement for the meeting.
6. The quorum for each committee is fixed at three committee members, two of whom must not be employed by the Trust.
7. The committee will meet as often as is necessary to fulfil its responsibilities and at least once each term. In addition, selected governors will meet to lead the performance management process of the CEO.
8. The Clerk to the committee will circulate an agenda for each meeting along with papers at least 5 working days before the committee meeting. These will be available on Teams as well as paper versions being available on request.
9. Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the Clerk of the Committee to the Board of Trustees in sufficient time for its inclusion on the agenda and papers of the next meeting of the whole Board of Trustees. This is to meet statutory requirements, to provide information to the whole Board of Trustees and to seek ratification of decisions and recommendations.
10. The Chair of the Finance, Audit and Operations committee will be responsible for giving an oral summary of the committee's (LGBs) deliberations if necessary at meetings of the whole Board of Trustees.
11. Each committee is authorised to invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not Trustees.
12. Any Trustee may attend meetings of committees.
13. Any decisions regarding areas that are not the responsibility of the LGB (see Scheme of Delegation) will be passed on to the Trust Board to be ratified. Only Trustees have a vote. The Chair of Trustees may have a second or casting vote.
14. In the event of a need to make genuinely urgent decisions between meetings on matters falling

within the remit of the committee, the Chair of the Board of Trustees, in consultation with the CEO and Chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the Board of Trustees.

Principal responsibilities and areas of work

- Take responsibility on behalf of the Board for overseeing all aspects of the operation of Tall Oaks Academy Trust in regards to Finance, HR, Premises, Health and Safety, Safeguarding, Performance Management and Environment and Sustainability.
- To review information and data with regards to assurance as to compliance, monitoring schedules and performance in each area.
- Make recommendations to the Board of Trustees on the long-term strategy in each area and the annual Improvement plans and ensure that monitoring arrangements are in place once they are approved.
- Monitor the Trust's performance in relation to: Finance, HR, Premises, Health and Safety, Safeguarding, Performance Management and Environment and Sustainability.
- Review and update policies on Finance, HR, Premises, Health and Safety, Safeguarding, Performance Management and Environment and Sustainability.
- To receive assurances from the Trust Premises Manager, Trust Business Manager and Trust Head of Inclusion.
- Monitor and review the Risk Management arrangements linked to all education matters and update the Board Accordingly
- Review and consider any actions required as a result of internal Audit work carried out by the Local Authority in respect of the trust and advise the Board accordingly
- Implement any actions agreed as a result a result of the external audit

The terms of reference of each committee of the Board of Trustees must be approved by the full Trust Board and reviewed each year. They provide the sole, agreed framework within which each committee operates.

Reviewed annually by the Trust Board of Trustees.