

BOARD OF TRUSTEES

OPERATIONAL MEETING

TERMS OF REFERENCE



1. General

1. To review and approve the Minutes of the Strategic Meeting.
2. To act upon any Matters Arising.
3. To receive the Operational report from the Executive Team.

2. Financial

1. To ensure that all Trust activities are supported by sound financial management and effective controls, demonstrate good stewardship of public funds, meet statutory requirements and professional standards, and secure value for money.
2. To establish, maintain and monitor a system of financial planning, management and control, advised by the Audit Committee, the appointed Auditor and relevant government and professional requirements, standards and guidance.
3. To develop, approve and review, the Finance Manual based on the Academies Financial Handbook, including authorisation limits for budgeted and unbudgeted expenditure.
4. To develop and review a Medium Term Financial Strategy (MTFS), taking into account the Trust's strategic objectives, School SDPs, expected student numbers and income, whilst considering proposals from LGBs which have significant financial implications, and advise accordingly.
5. To develop and approve the Trust's Annual Income and Expenditure budgets for the Trust overall, individual schools and any corporate activities, taking advice from LGBs and in the context of the MTFS.
6. To monitor and review overall financial performance initiating any required remedial action, whilst advising LGBs on any significant budget variations and considering any requests for significant (as defined in the Finance Manual) in-year variations in income and/or expenditure.
7. To set a Reserves Policy and Investment Strategy and monitor implementation.
8. To agree any capital investment and any associated loans, and to approve capital expenditure within the agreed programme (within the limits defined in the Finance Manual).
9. To oversee tendering and review the operation of all major contracts.

10. To consider the financial aspects of redundancies, early retirements and pensions.
11. To maintain a strategic overview of the Trust's property assets, including its adequacy and condition, and oversee the annual maintenance and upgrade programme.

3. Risk Management

1. To ensure the development, operation and review of the Risk Register(s) and maintain an overview of strategic risk management.
2. To ensure robust arrangements are in place to guarantee the safeguarding of students; the health, safety and wellbeing of students, staff and visitors; and application of the Prevent Duty.
3. To ensure adequate insurance arrangements are in place.
4. To be responsible for Data Protection policies and application of GDPR provisions.

4. People

1. For the Trust as a whole:

- 4.1.1. To develop, implement and review the policies necessary to ensure the recruitment, retention, motivation and development of an excellent, highly skilled, multi-disciplinary staff team, and to meet all statutory requirements.
- 4.1.2. To review and agree the Trust's staffing structure and pay policy and to oversee their development, implementation and review.
- 4.1.3. To ensure the promotion of Equal Opportunities throughout the work of the Trust, and compliance with statutory requirements.
- 4.1.4. To provide support, guidance and accountability for the Chief Executive Officer and through him the Headteacher and Principal(s) on all personnel matters.

2. Through the school's Local Governing Bodies:

- 4.2.1. To establish, maintain and review a performance management policy for all staff and equitable arrangements for pay review and appeals.
- 4.2.2. To review and monitor the CPD programmes, to encourage staff development opportunities at Senior levels, and to celebrate outstanding achievement.
- 4.2.3. To monitor and review Senior staff work/life balance, working conditions and overall motivation and wellbeing, including the monitoring of absence and attendance.
- 4.2.4. To consider the cross trust staffing aspects of redundancies, early retirement and pensions.

3. For the Central Trust staff:

- 4.3.1. To establish, maintain and review appointment procedures and to oversee and, where appropriate, participate in the appointment of Senior Trust leadership staff.
- 4.3.2. To establish arrangements to review the performance and remuneration of the Chief Executive Officer, senior managers and other staff, in accordance with national standards and professional best practice

5. Policies

1. To review and agree all relevant Trust staffing and financial policies, taking advice from the relevant LGBs and/or Committees, and ensuring statutory compliance.
2. To ensure effective, consistent application of all staffing and Financial policies and to give consideration to all issues arising from their operation.

6. Other

To undertake any additional roles and responsibilities necessary for the effective operation of the Trust, the achievement of its objectives and to meet statutory requirements that are not specifically delegated to LGBs, Committees or staff.