

## **BPT Finance, Risk and Resources Committee Members and Terms of Reference (ToR)**

### **MEMBERSHIP**

Trustees, CEO, Trust COO, Director of Finance

### **Composition**

#### **Trustees**

1. Paul Shoesmith (Member and Chair of Trustees)
2. Julia Page (Chair of Finance, Risk & Resources Committee and Vice Chair of Trustees)
3. Vince Green
4. Ruth Jenkinson

#### **Trust Leadership team**

- Emma Pritchard (CEO of BPT)
- Katie Reilly (COO/CFO of BPT)
- Zoe Williams (Director of Finance)

### **REMIT**

To ensure the financial viability of the Trust by assisting the decision-making of the Board of Trustees through detailed consideration of the best means of fulfilling the Board's responsibility to adhere to the *Academy Trust Handbook*, and to support sound management of the Trust's finance, risk and resources, including proper planning, monitoring and probity. To monitor and review mitigation of risk in all financial areas across the Trust including oversight of the internal and external audit process and findings.

This includes:

- Consider the Trust's indicative funding, notified annually by the DfE, and assess implications for each of the schools and the Trust;
- draw any matters of significance or concern to the attention of the Board of Trustees;
- consider and recommend acceptance/non-acceptance of the Trust budget and that of individual schools prior to the start of each financial year;
- receive and make recommendations on the broad budget headings and areas for expenditure to be adopted each year, including the level and use of any reserves, contingency funds or balances, ensuring the compatibility of all such proposals with the development priorities set out in the Trust development plan;
- monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the schools, within the financial regulations of the DfE, drawing any matters of concern to the attention of the Board of Trustees;
- consider the risk register and monitor mitigation measures to ensure that risk is appropriately considered and actions are proportionate;
- monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement;
- oversee and monitor the external and internal audit process, receive and comment on reports from external and internal auditors;
- oversee all matters relating to Health and Safety ensuring that the appropriate policies and practice are in place to meet statutory responsibilities;
- oversee all matters relating to staffing and personnel ensuring that the appropriate

policies and practices are in place to meet statutory responsibilities;

- oversee the development and management of the business information systems, the IT infrastructure and the physical assets of the Trust in accordance with the authorities and responsibilities set out in the financial regulations; and
- monitor significant value (both internally resourced and/or capital resources) projects with serious financial implications.

## QUORUM

A minimum of 50% of the committee and either the CEO or COO.

## ORGANISATION

The committee appoints a Chair and Vice Chair annually. The Chair of the Finance, Risk and Resources Committee will not be the same as the Chair of Trustees.

The committee meets at least four times each academic year and otherwise as required. Any additional meetings require at least 7 days' notice.

The Chair will be responsible for drawing up the agenda and making it available to committee members at least 7 days in advance. Should the Chair or Vice Chair not be present at the meeting, a temporary Chair should be elected for the meeting. The quorum is half of the committee rounded down. The minutes will be taken by the Governance Professional to the Academy Trust.