

St Chad's Operations Committee Terms of Reference

Constitution

The Board of Trustees (the **Trust Board**) of St Chad's Academy Trust (the **Academy Trust**) has established a committee of the Trust Board to be known as the Operations Committee (the **Committee**). The Committee will report to the Trust Board.

Aims

- (i) To facilitate good communication between the Academy Trust and the academies relating to ongoing, but not excluded to, Finance, HR, Procurement and ICT;
- (ii) To review and develop strategies, procedures and policies for these areas across the trust
- (iii) To improve the quality of the operational functions;
- (v) To test the robustness of the Academy Trust's management of these areas

Membership

- (i) The Committee will be appointed by the Trust Board and, including the CEO of the Academy Trust, will comprise no more than five and no fewer than three members. A majority of the Committee will be Trustees;
- (ii) The Trust Board will appoint one of the members of the Committee as its chair (the **Chair**);
- (iii) A Clerk to the Committee will be appointed

Voting

The quorum for each meeting shall be one half of the members of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. On an equality of vote the Chair will have a casting vote.

Meetings

- (i) The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Clerk shall specify at the request of any member of the Committee;
- (ii) Meetings can be requested by the external or internal auditors if they consider one necessary;
- (iii) Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than seven working days prior to the date of the meeting.

Authority

- (i) The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee;
- (ii) The Committee is authorised by the Trust Board to obtain independent legal or other professional advice and to secure the attendance of any person at any Committee meeting with relevant experience and expertise if it is considered necessary.

Duties

Human Resources

- (i) To review the effectiveness of the human resources control systems;
- (ii) To consider and review the development of a People Strategy for the Academy Trust;
- (iii) liaise with and receive reports from the Human Resources Manager, the Raising Achievement Board and then to make recommendations to the Trust Board about the people aspects of matters being considered by them
- (iv) monitor and review procedures and policies for ensuring the effective implementation and operation of HR procedures, on a regular basis and, where appropriate to make recommendations for improvement

Finance

- (i) To receive and consider Academies' budgets for approval and consider and recommend acceptance/non-acceptance of the Academy Trust's budget to the Trustees; monitoring any variances from any of the academy's budget and ensure the EFA is notified as required;
- (ii) To review and consider the annual financial statements to form part of the annual report of the Trustees
- (iii) review the financial strategy and reserves policy for the Academy Trust and consider policies, procedures or plans required to realise such strategy, including overseeing significant investment and capital financing decisions
- (iv) consider the Academy Trust's indicative funding, once notified by the EFA, and to assess its implications for the Academy Trust, in consultation with the CEO and the Head of Operations, in advance of the financial year, drawing any matters of significance or concern to the attention of the Trustees
- (v) receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the Academy Trust development plan
- (vi) consider the financial impact of elements of the wider Academy Trust development and make recommendations to the Trust Board about these matters
- (vii) promptly notify the Trust Board of all financial matters of which the Committee has knowledge and which may materially affect the current or future position of the Academy Trust

Procurement

- (i) To consider and advise on Academy Trust procurement
- (ii) Consider and review opportunities for trust-wide procurement

- (i) To consider any internal audit matters not specifically covered above;
- (ii) To review central policies developed prior to being presented to the Trust Board.
- (iii) advise the Board on the procurement and benchmarking of services to the Academies
- (iv) monitor and review procedures and policies for ensuring the effective implementation and operation of financial, HR and governance procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement

Procedures and Policies

- (iii) Consider trust-wide operational procedures and policies where required
- (iv) monitor and review the effectiveness of procedures and policies for ensuring the effective implementation and operation of the Academy Trust
- (v) To monitor the effectiveness of internal and external audit, including monitoring of any matters affecting their independence or objectivity;
- (i) To promote co-ordination between the Academy Trust and academies within

External reports

To receive and consider any reports of an operational nature prepared by OFSTED, Regulators and any other similar bodies.

Value for Money

To satisfy itself that adequate arrangements are in place to secure value for money.

Economy, Efficiency and Effectiveness

To assure itself satisfactory arrangements are in place to promote economy, efficiency and effectiveness.

Annual Report

To prepare an annual report for submission to the Board on the work of the Operations Committee. This will incorporate an opinion on the effectiveness of the internal control systems and the pursuit of value for money.

Review of Terms of Reference

The Board shall review these terms of reference at least every 2 years.