



## **TERMS OF REFERENCE**

### **Endowment Trust Committee (ETC)**

#### **1. OVERVIEW**

1.1 An endowment trust fund ("the Trust Fund") was created when the Northumberland Church of England Academy Trust ("NCEAT") was first created. Its creation was a legal requirement at that time and the terms upon which the Trust Fund is to be held, invested and administered is governed by a Deed of Gift dated 27 April 2010 made between (1) the Secretary of State for Children Schools and Families (2) the Trustee and (3) the Sponsors. NCEAT is the trustee of the Trust Fund.

1.2 NCEAT had given delegated decision making powers to the members of the Finance, Operations and Risk Committee to be responsible for the execution oversight, governance and validation of NCEAT's responsibilities in relation to the Trust Fund. NCEAT, by these terms of reference, has now given those powers to the Endowment Trust Committee in order to ensure that the Trust Fund is managed independently and in accordance with the objects (as set out below) and the terms of the Deed of Gift.

1.3 The objects of the Trust Fund are as follows:

"To advance education for the benefit of the community of Ashington, Newbiggin-by-the-Sea and Lynemouth in accordance with the principles of the Church of England in particular by:

- i assisting and supporting the education of students at the school including the provision of awards, prizes or other rewards
- ii relieving the financial hardship of pupils and ex-pupils of the school by the provision of bursaries, scholarships, equipment or in any other way the trustee thinks fit to enable them to pursue their education
- iii providing grants or other financial assistance to assist pupils in financial need to undertake extra-curricular activities (including educational travel in the United Kingdom or overseas)
- iv providing or assisting in the provision of services or facilities at the school not provided for under the funding agreement
- v fostering closer ties between the school and community, including promoting education in the community served by the school

1.4 The Trust Fund shall only be used for the purposes described above.

#### **2. COMPOSITION OF ETC**

2.1 The ETC is to comprise:

*2.1.1 all voting members of the Finance, Operations and Risk Committee*

*[2.1.2 all non-voting members of the Finance, Operations and Risk Committee (non-voting for the purposes of this committee)]*

2.2 The Clerk to the Board of Trustees is to serve as Clerk to the ETC.

2.3 The ETC shall appoint a Chairperson from those at 2.1.1 who shall be required to stand for re-election at the first committee meeting of each academic year. The Chairperson may not also be the Chairperson for the FORC.

#### **3. QUORUM**

- 3.1 The quorum of the committee shall be 2.
- 3.2 All Trustees attending the meeting shall be entitled to a vote.
- 3.3 The CEO attends the meeting in his position as Accounting Officer of NCEA Trust and is a non-voting member.

#### **4. FINANCIAL RESPONSIBILITIES**

- 4.1 To ensure compliance with the Objects of the Trust.
- 4.2 To approve applications from NCEAT for funding from the Trust Fund to a maximum annual funding value of £50,000.
- 4.3 Applications from appropriate NCEAT schools under the value of £5,000 may be approved in person, by email or by electronic form.
- 4.4 To review applications and make recommendations to the NCEAT Trust Board for any proposals above £50,000 per annum.
- 4.5 To appoint an Investment Manager to manage the Trust Fund in accordance with the Trust Fund investment policy.
- 4.6 To ensure external financial auditors conduct statutory audit and assurance of the financial statements of the Trust Fund.
- 4.7 To provide an annual report to the summer meeting of the Trust Board providing an overview of the financial performance of the Trust Fund and raising any concerns.
- 4.8 To report to the Trust Board at each meeting, a summary report on successful funding applications.
- 4.9 To rigorously and continually assess the effective impact and efficient use of the funds which have been successfully granted.

#### **5. GENERAL PURPOSE RESPONSIBILITIES**

- 5.1 To ensure that all Trustees are aware of their personal responsibilities under Charities Law

#### **6. CHAIR RESPONSIBILITIES**

- 6.1 To Chair each meeting of the ETC.
- 6.2 To ensure that the ETC meets *not less than* 3 times per annum, once per term.
- 6.3 To liaise with the NCEAT CEO and (if appropriate) the FORC Chair in relation to any ad hoc funding requests
- 6.4 To report to the Trust Board at each meeting as at 4.9.
- 6.5 To ensure the correct composition of the Endowment Trust Committee as at 2.1.
- 6.6 To ensure, with the Clerk, the timely provision of ETC agendas and signed and verified minutes of each meeting are produced and available to all Trustees.

Reviewed: 2 December 2020  
Next Review: September 2021  
Owner: Endowment Trust Committee Chair  
Approved by: Trust Board 9/12/2020