Leverhulme
Church of England and Community Trust

FINANCE & PERSONNEL COMMITTEE
TERMS OF REFERENCE

Members:	**C Higham (Chair), S Horan and P Roach (CEO), vacancy**
Clerk:	E Stoddard (Clerk to the Trust)
Quorum:	Two members of the committee
Meetings:	Committee to meet at least once per term
Date agreed:	Summer term 2026.
Review date:	Summer term 2027.

1. Constitution

1.1 The Leverhulme Academy Trust Directors has resolved to establish a Finance and Personnel Committee to advise the Trust on matters relating to the financial delegation and budget, premises, pay and appraisal policy and issues relating to personnel.

1.2 The Committee is responsible to the Trust.

2. Authority

2.1 The Committee will undertake an annual review of its performance and of these Terms of Reference, and recommend any changes needed to the Trust for approval.

2.2 The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Trust. It is authorised to request any information it requires from any employee of the Trust and all employees are directed to co-operate with any request made by the Committee.

2.3 The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary.

3. Core Purpose

The Finance & Personnel Committee ('the Committee') of the Leverhulme Church of England and Community Academy Trust ('the Trust') has been established to:

3.1 To determine the overall scheme of financial delegation across the Trust.
3.2 To determine the annual Trust budget.
3.3 To determine each Academy's budget.
3.4 To monitor and review the Trust's income streams.
3.5 To monitor and review expenditure on a regular basis and ensure compliance with the Trust's overall strategic plan and the Department for Education's ('DfE') financial regulations.
3.6 To prepare the annual financial report to the Trust in accordance with the requirements of the Companies' Act, and the Academy Trust Handbook.
3.7 To determine the use of the Academies' premises with regard to lettings and charging policies.
3.8 To prepare, recommend and approve all HR and Finance policies and any other policies requested by the Trust.
3.9 To be kept informed about disciplinary, capability and staff grievance matters including any appeals that may arise.
3.10 To advise on the strategic planning of human resources across the Trust.

4. Terms of Reference

4.1 The Committee may use exception reporting in relation to receiving performance information to fulfil its detailed responsibilities.

4.2 **Pay and Performance**

4.2.1 To support the Chief Executive with the annual report to the Trust on appraisal arrangements and outcomes.
4.2.2 To moderate pay decisions across all academies for teaching and support staff

4.3 **Personnel**

4.3.1 To make recommendations to the Trust on the overall staffing levels, both teaching and support, required in each academy.
4.3.2 To make recommendations to the Trust on the overall leadership structure of the organisation.
4.3.3 To follow and implement on behalf of the Trust, the governance aspects of the discipline and capability policy.

4.4 **Funding**

4.4.1 Consideration and assessment of the funding for each academy.
4.4.2 Consideration of sources of additional funding.

4.5 **Budgeting**

4.5.1 To contribute to the formulation of the Academies' strategic plans through consideration of financial priorities and proposals.

4.5.2 To make recommendations on the broad areas of expenditure.

4.5.3 To liaise with other committees re their considerations that may have financial implications.

4.5.4 To delegate the day-to-day management of the approved budget to the Head Teacher with agreed authorisation limits.

4.5.5 To consider requests for additional expenditure and make recommendations to the Trust.

4.5.6 To review financial policy, long term planning and resourcing in accordance with the Trust's development plans.

4.6 **Expenditure**

4.6.1 To monitor and review expenditure on a regular basis to ensure compliance with overall strategic plans and DfE regulations.

4.6.2 To report to the Trust on spending and projections on a regular basis

4.7 **Financial systems**

4.7.1 To oversee and support the implementation of agreed financial systems in each Academy.

4.7.2 To prepare the financial statement that forms part of the Trust's annual report to stakeholders in accordance with the Companies' Act and the Academy Trust Handbook.

4.8 **Property and Asset Management**

4.8.1 To receive reports from the Chief Finance Officer on the management of assets, premises, leases and security and maintain an inventory.

4.9 **Policies**

4.9.1 To advise on and recommend for adoption by the Trust and approve as relevant all policies relating to staff, financial procedures and any other policies requested by the Trust.

5. Administration

5.1 The Finance and Personnel Committee will meet at least once per term. The Chair or any two members may call a meeting.

5.2 The Finance and Personnel Committee will consist of a minimum of three members of the Trust. Additionally, up to two external co-opted members with particular expertise may also be appointed who are not members of the Trust. The membership shall have a minimum of two Trustees who are not employed by the Trust.

5.3 The Chair of the Finance and Personnel Committee will be appointed by the Finance & Personnel Committee at their autumn term meeting for a two-year term of office. The CEO may not act as Chair to the Committee. If the Chair is absent from a meeting, the members shall choose another member, who is also a member of the trust, to act as Chair for that meeting.

5.4 The Trust's Chief Finance Officer will attend meetings of the Committee. The Chief Executive, a Trustee, may be a member of this Committee, but shall not have any involvement in his/her own Performance Management and Pay.

5.5 The Chair of the Audit and Risk Committee cannot be a member of the Finance and Personnel committee.

5.6 The Finance and Personnel Committee will be quorate with two members.

5.7 Other members of the Trust's staff may be invited to attend but will have no voting rights.

5.8 Administrative support will be provided by the Clerk to the Trust.

5.9 Agendas will be agreed in advance by the Chair of the Finance and Personnel (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.

5.10 Minutes of meetings will be taken and submitted to the next scheduled meeting of the trust once approved in draft by the Chair of the Committee.

5.11 The Finance and Personnel Committee will review these terms of reference and self- assess its performance against these terms of reference on an annual basis.

5.12 The members of the Committee shall hold office from the date of their appointment until the resignation or their omission from membership of the Committee on subsequent consideration by the trust (whichever shall first happen).