



Finance and Audit Committee Terms of Reference

Membership

- MAT Directors only, minimum of **two** MAT Directors excluding the CEO to be quorate
- Election of the Chair will be annually by the MAT Board

Purpose

- To carry out finance and audit committee duties as delegated by the MAT Board.

Attendance and Clerking

- Meetings are normally held in person but attendance may be virtual.
- Agenda and minutes to be provided by the CEO's Administrative Assistant.
- All meetings will be minuted. Confidential items will not be published but will be minuted.
- The clerk to the committee will produce minutes of all meetings to be circulated to all trustees before the MAT Board following the committee meeting.
- The Accounting Officer and the MAT's Chief Finance Officer will attend but will not have any voting rights.
- Other guests may be invited for specific agenda items and will not have any voting rights, e.g. external and internal auditors.

Frequency

- Minimum of five meetings per year in-between main Board meetings.
- Additional meeting/s to coincide with preparation of the MAT's annual accounts.

Terms of Reference

- To propose the annual budget to the MAT Board and regularly report to the Board on financial matters.
- To monitor income and expenditure against budget and projected cash flow.
- To have a strategic view regarding forward planning of MAT-wide finances through longer term financial plans and projections, management of reserves, deficit recovery plans and borrowing requirements.
- To make decisions on requests from the MAT Board and Local Governing Bodies that will have an impact on the MAT's financial position.
- To review and monitor the MAT's Finance Policy and all policies under the scope of the Finance Committee as delegated from the MAT Board.
- To ensure that the MAT's financial procedures and financial governance comply with the following requirements :
 - EFA's Academies Financial Handbook
 - EFA's Accounts Directions
 - HM Revenue and Customs regarding VAT, PAYE and other corporation tax
 - Statutory company law.
- To ensure that funding from the Education and Skills Funding Agency and other sources is used only in accordance with any conditions attached.
- To authorise expenditure, including capital expenditure, approval of CIF bids, contracts and write-offs at the levels stated in the Financial Policy and Procedures.

- To ensure that the MAT's financial control systems are sufficiently robust to manage financial risk and to detect and prevent fraud.
- To appoint external audit and internal audit services and to monitor performance of those audit services.
- To receive external auditors' reports.
- To determine a programme of review for internal audit, review report arising, agree action to be taken and monitor progress.
- To oversee the operation of the MAT's bank accounts.
- To review the MAT's initial annual report and accounts and recommend for approval to the MAT Board.
- To consider and approve requests from Local Governing Bodies / Headteachers for changes to personnel establishment.
- To review "due diligence" processes and outcomes for prospective schools and make recommendations to the MAT Board on financial sustainability.
- To review the financial risks and risk control measures identified in the MAT's Risk Register at every meeting.