



Trust Committees Terms of Reference

2023-2024



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1. Introduction

The Trust Board is the ultimate accountable and responsible body and has overall responsibility and ultimate decision-making authority for all the work of the Trust.

The Trust Board is responsible for establishing the strategic vision, values, and ethos of the Trust and for modelling the behaviours expected of all staff within the organisation. The Trust Board will put the wellbeing and highest quality education of children first, and will monitor, challenge, and support the executive team, understanding the challenges and pressures on schools and helping leaders navigate these issues with sensitivity, optimism, and ambition.

Acting with integrity and honesty in all dealings, Trustees will ensure they carry out their responsibilities through strategic planning and by the setting of policy and standards as well as taking responsibility for the oversight and management of risk and safeguarding across the Trust. The Trustees have the power to direct change where required.

The Trustees will be supported by three Trust sub-committees: Finance and Operations, Audit and Standards and Outcomes. Each committee consists of at least 3 Trustees, one of which will be elected as chair of the committee. This ensures that devolved decision-making can take place, subject to adherence to the Scheme of Delegation. The day-to-day management and responsibility for the running of the Trust is delegated in line with the Scheme of Delegation.

Within this document are the terms of reference for each committee and a separate document detailing the terms of reference for AGBs which are also committees of the Trust Board.

Terms of Reference Finance & Operations Committee



1. Composition

The Finance & Operations Committee is appointed by the Trustees of Leger Education Trust.

There shall be a minimum of 3 Trustees appointed to the Committee (not including the Chief Executive), one of whom will serve as Chair. The committee will be appointed by the Trust Board on an annual basis and a Chair will be appointed at the first meeting of the academic year.

Quorum for the Committee will be two Trustees (50% rounded up).

The Executive Director of Finance and Executive Director of Operations will normally attend and report to the committee. They do not have voting rights and do not count towards quorum.

2. Frequency of Meetings and Proceedings

- Meetings will be held 6 times per year, once per half-term.
- A register of attendance will be kept for each committee meeting and published annually.
- A Chair of the committee will be elected from one of the three trustees appointed to the committee at the first meeting of the year. If the Chair is not present at a meeting, another Trustee from that committee can act as a temporary replacement Chair for that meeting.
- The Chair of Trustees can not be Chair of the F & O Committee.
- The committee may invite a person to a meeting who is not a Trustee but to assist or advise on a particular matter. Such persons would not be entitled to vote or count towards quorum.
- All Trustees are able to attend any F & O committee meeting and they will have access to the F & O documents on Microsoft Teams.
- At least one member of the F & O Committee should have recent or relevant finance experience.

3. Purpose

The role of the committee is to maintain oversight of the Trust Finances and internal control, ensuring value for money and economies of scale across the Trust. To ensure oversight of operational excellence in the areas of Estates, IT, Catering, Leger Sport and all areas relating to operations.

4. Responsibilities

The responsibilities of the committee include:

- Review and recommend the Trust's annual budget, and to ensure appropriate and effective use of the Trust's funds.
- Recommendation to the Trust Board and then further recommendation to the Trust Members regarding the appointment of external auditors.
- Review and monitor changes to the Trust's financial policies and procedures.
- Review the integrity and consistency of internal control, risk management and value for money systems across the Trust.

- Review the Trust's Annual Report and Accounts prior to presentation to the full Trust Board to ensure that they are accurate and consistent with the regulatory requirements.
- Review the Trust's annual budget prior to presentation for approval at Trust Board.
- Review the monthly Management Accounts for accuracy and completeness.
- Refer to the ESFA Academies Planning Calendar to ensure all statutory returns are made on time to ensure the Trust is compliant with the funding agreement.
- To appoint the Pay Review Panel (3 members) for the Trust Pay Committee and ensure all reviews are compliant with the Trust Teaching Staff Performance Management Policy and the Trust Teacher Pay Policy.
- Ensure compliant and robust Trust Policies are in place.
- Oversee the management of Estates across the Trust to ensure buildings are safe, functional and conducive to learning.
- Ensure compliance with H&S regulations and guidelines across all premises.
- Promote sustainable practices across the Trust.
- Review proposals for energy efficiency and environmentally friendly initiatives.
- Review and recommend policies and procedures for operational areas across the Trust.
- Promote staff retention and wellbeing of staff, including work/life balance and job satisfaction.
- Ensure HR policies and procedures are compliant with employment laws, regulations and statutory requirements.
- Oversee the IT strategy of the Trust including the maintenance of the digital infrastructure.
- Monitor data security practices and ensure compliance with Data Protection Regulations, ensure the safeguarding of sensitive information.
- Review and advise on Emergency Plans across the Trust and business continuity plans.

5. Authority

The committee is authorised to investigate any activity within its terms of reference and as outlined in the Scheme of Delegation. In doing so the committee may seek any information it requires from staff or other assurance providers in the conduct of its enquiries.

The committee can seek to obtain outside legal or independent professional advice as it deems necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

6. Reporting Procedures

Agendas will be agreed in advance by the Chair of the Finance & Operations Committee (based on but not limited to the Annual Agenda Plan) and document packs will be prepared and circulated to the committee members 7 days in advance of the meeting.

Minutes will be taken at the meetings by a clerk and once approved in draft by the Chair of the committee will be shared with the committee and also placed in the files area on Teams. At the next Trust Board meeting, the Chair of the committee will provide a summary of the meeting to Trustees.



1. Composition

The Audit Committee is appointed by the Trustees of Leger Education Trust.

There shall be a minimum of 3 Trustees appointed to the Committee (not including the Chief Executive), one of whom will serve as Chair. The committee will be appointed by the Trust Board on an annual basis and a Chair will be appointed at the first meeting of the academic year.

Quorum for the Committee will be two Trustees (50% rounded up).

The Executive Director of Operations and Executive Director of Finance will normally attend and report to the committee. They do not have voting rights and do not count towards quorum.

2. Frequency of Meetings and Proceedings

- Meetings will be held 4 times per year, generally in September, January, March and June.
- A register of attendance will be kept for each committee meeting and published annually.
- A Chair of the committee will be elected from one of the three trustees appointed to the committee at the first meeting of the year. If the Chair is not present at a meeting, another Trustee from that committee can act as a temporary replacement Chair for that meeting.
- The committee may invite a person to a meeting who is not a Trustee but to assist or advise on a particular matter. Such persons would not be entitled to vote or count towards quorum.
- All Trustees are able to attend any Audit committee meeting and they will have access to the Audit Committee documents on Microsoft Teams.

3. Purpose

The role of the committee is to maintain oversight of the Trust Audit and Risk Management processes, and to ensure probity in the financial decision making and procedures of the Trust.

4. Responsibilities

The responsibilities of the committee include:

- Recommend appointment of the internal auditors and scope of the audit.
- Recommendation to the Trust Board and then further recommendation to the Trust Members regarding the appointment of external auditors.
- To oversee the financial reporting process within the Trust.
- To receive internal and external reports and ensure that recommendations are enacted.
- To review and maintain the Trust's Risk Register.
- Review the Trust's internal audit programme, ensuring that the Trust's internal controls are subject to appropriate independent scrutiny in accordance with the Academy Trust Handbook.
- Ensure the Trust maintains a Central Trust Single Central Record.
- To delegate the oversight of Academy Single Central Records to the AGB committees.

5. Authority

The committee is authorised to investigate any activity within its terms of reference and as outlined in the Scheme of Delegation. In doing so the committee may seek any information it requires from staff or other assurance providers in the conduct of its enquiries.

The committee can seek to obtain outside legal or independent professional advice as it deems necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

6. Reporting Procedures

Agendas will be agreed in advance by the Chair of the Audit Committee (based on but not limited to the Annual Agenda Plan) and document packs will be prepared and circulated to the committee members 7 days in advance of the meeting.

Minutes will be taken at the meetings by a clerk and once approved in draft by the Chair of the committee will be shared with the committee and also placed in the files area on Teams. At the next Trust Board meeting, the Chair of the committee will provide a summary of the meeting to Trustees.



1. Composition

The Standards & Outcomes Committee (S & O) is appointed by the Trustees of Leger Education Trust.

There shall be a minimum of 3 Trustees appointed to the Committee (not including the Chief Executive), one of whom will serve as Chair. The committee will be appointed by the Trust Board on an annual basis and a Chair will be appointed at the first meeting of the academic year.

Quorum for the Committee will be two Trustees (50% rounded up).

2. Frequency of Meetings and Proceedings

- Meetings will be held 3 times per year, typically in October, February and May.
- A register of attendance will be kept for each committee meeting and published annually.
- A Chair of the committee will be elected from one of the three trustees appointed to the committee at the first meeting of the year. If the Chair is not present at a meeting, another Trustee from that committee can act as a temporary replacement Chair for that meeting.
- The committee may invite a person to a meeting who is not a Trustee but to assist or advise on a particular matter. Such persons would not be entitled to vote or count towards quorum.
- All Trustees are invited to attend any S & O committee meeting and they will have access to the S & O documents on Microsoft Teams.

3. Purpose

The role of the committee is to monitor, evaluate and drive improvements in educational attainment and standards across all academies within the Trust.

4. Responsibilities

The responsibilities of the committee include:

- To scrutinise the standards and progress of all groups of students within the Trust and call the Executive to account as appropriate.
- To monitor and scrutinise any Trust wide initiatives relating to standards and progress.
- To ensure that AGBs are scrutinising appropriately standards and progress within their Academy and to call them to account for their actions.
- To take a detailed view of standards and progress within academies where this is not delegated to the individual AGB.
- To promote continuous improvement in teaching practices and educational delivery.
- Monitoring and evaluating that schools are Ofsted ready.
- Identifying trends, patterns and areas of concern relating to student outcomes and standards
- Monitor and evaluate attendance and exclusion data and review strategies in place to support these pupils.

- Supporting opportunities for professional development of staff both teaching and support.
- Promoting continuous improvement in teaching practices and educational delivery.
- Review and approve any Trust-wide educational policies.
- Report back to the Trust Board on progress and outcomes of any initiatives aimed at improving attainment and also to highlight where any resources may be required.

5. Authority

The committee is authorised to investigate any activity within its terms of reference and as outlined in the Scheme of Delegation. In doing so the committee may seek any information it requires from staff or other assurance providers in the conduct of its enquiries.

The committee can seek to obtain outside legal or independent professional advice as it deems necessary, normally in consultation with the Accounting Officer and/or the Trust Board.

6. Reporting Procedures

Agendas will be agreed in advance by the Chair of the Standards & Outcomes Committee (based on but not limited to the Annual Agenda Plan) and document packs will be prepared and circulated to the committee members 7 days in advance of the meeting.

Minutes will be taken at the meetings by a clerk and once approved in draft by the Chair of the committee will be shared with the committee and also placed in the files area on Teams. At the next Trust Board meeting, the Chair of the committee will provide a summary of the meeting to Trustees.