

RGSW and AOS Foundation

Finance Sub-committee

Terms of Reference

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Purpose

The Board of Trustees has delegated responsibility to the Finance Sub-committee to review matters pertaining to the Finances of the Foundation. The Sub-committee makes recommendations to the full Board of Trustees for endorsement and implementation.

Membership

Membership is agreed by the Board annually and the Finance Sub-committee comprises: the Foundation Chair and three other Trustees. The Sub-committee is chaired by a Trustee other than the Foundation Chair. In the absence of the Sub-committee Chair the Trustees present will nominate one of their number present to chair the meeting.

To ensure strategic and operational alignment the Trustees invite the RGSW Accountant, the Director of Finance, the Headmaster and the Foundation Director to actively participate in meetings. Others may be invited to contribute as required when they can provide expert knowledge to assist the decision making process. Decisions are taken by Foundation Trustees.

Meetings

The Sub-committee will meet termly in advance of the full Board to agree endorsements to be sought from the Trustees at the subsequent full Board meeting. Additional meetings will be arranged as required and conducted in person or remotely.

The agenda will be set by the Sub-committee Chair and issued by the Foundation Office. Meeting minutes will be taken by the Foundation Director, draft approval will be given by the Chair of the Sub-committee and these will be circulated to all Trustees prior to formal approval at the subsequent meeting.

The Foundation's Investment Strategy

The Board of Trustees is responsible for determining the Investment Strategy for the Foundation. The Finance Sub-committee monitors the Investment Strategy and on behalf of the Board it:

- Reviews the investment strategy annually or more frequently if required to ensure it still meets the objectives set by the Board.
- Recommends any changes in the investment strategy to the Board of Trustees for endorsement and implementation.

Investment Management

- Ensures the investments held by the charity and any investments being considered meet the risk profile and ethical standards set by the Board in its investment strategy.
- Assesses the level of income generated by investments for use by the Foundation along with the capital growth performance of investments.
- Recommends changes in the investment holdings to the Board of Trustees based upon changes in performance, risk profile and ethical investing by funds.

Additional areas of Responsibility

- Monitoring projected income from both investments and donor income against known or expected requests to the Foundation from the School.
- Considering requests received from the School to the Foundation for funds to be transferred to RGS Worcester, confirming restricted gifts are used for the correct purposes and that donor wishes are met wherever possible.
- Recommending to the Board of Trustees any bursary and hardship awards to be made to RGS Worcester, notwithstanding the discretionary amounts that the Foundation Chair can approve on behalf of the Board of Trustees.
- Monitoring the approvals of awards that the Foundation Chair can give to enable transfers to RGS Worcester over the course of each year to ensure the individual and collective amounts are within the agreed limits.
- Setting and reviewing the following limits:
Foundation Chair's approval of award requests from RGS Worcester
Cash donation limit that the Foundation Office may accept.
Donation level that the Foundation Director can accept without referral to the Foundation Chair and Deputy Chair for approval.
Donation level that the Foundation Chair and Deputy Chair can accept without referral to the Full Board, the DFO and Headmaster.
Level of cash held in the Bank Current Account without being invested.

Donation Integrity

- Ensuring the Foundation Office is conducting anti-money laundering checks on major donations and documenting steps taken to protect the Foundation from accepting inappropriate gifts (financial or otherwise).

Donation Agreements

- Approving gift agreements created by the Foundation Office for use with major donations to ensure that the Trustees only accept those gifts that can be used to benefit the School.