

## **Henrietta Trust Fund Management Board**

### **Terms of Reference**

To enable Surrey County Council to fulfil its role as Charity Trustee for the Henrietta Parker Trust as follows:

1. To review the annual investment performance of the Trust for the previous academic year.
2. To establish the income available for activities supported by the Trust for the next academic year.
3. To agree a forward delivery plan, in accordance with the Charity's objects, for the use of the Funds for each academic year to include any major expenditure proposals for the use of any accumulated reserves of the Fund.
4. To review actual expenditure against the forward delivery plan on a twice annual basis.
5. To consider and agree the methodology and process for supporting activities by the Trust not directly managed by the Surrey Adult Learning Service.
6. To agree an annual report to the Charity Commission prepared by SCC Finance and Surrey Adult Learning.
7. To agree an annual report prepared by Surrey Adult Learning to the designated SCC scrutiny board, currently the Education and Skills Board.

This page is intentionally left blank