



## FINANCE, RESOURCES AND PREMISES COMMITTEE 2023-24 TERMS OF REFERENCE

### 1. CONSTITUTION

The committee shall consist at least of the Chairman and Vice Chairman of the Governing Body and the Headteacher. The quorum for meetings shall be three. The current membership of the committee is as shown at paragraph 2 below. The committee shall meet at such frequency as is required to meet the needs of the School in respect of the committee's responsibilities, and not less than once per term. The committee must elect a Chairman (and Vice Chairman at its discretion) annually at its first meeting each academic year. The committee's responsibilities include those of an audit committee. Staff do not participate as members of the committee when audit matters are discussed; they remain in attendance to provide information and participate in discussions.

### 2. MEMBERSHIP FOR 2023/24

- Chairman: Robert Belcher
- Members: Chris Chastney, Peter Booth, Nicole Sharp (Chair of Governors),
- In Attendance: Ben Doyle (Headteacher). Karen Rickard (School Business Manager) Suzanne Wallace-Abbott (Clerk) Linda Neal (Financial Officer).

### 3. MEETINGS FOR 2023/2024

|                  |                  |
|------------------|------------------|
| Autumn Term No 1 | 4 October 2023   |
| Autumn Term No 2 | 29 November 2023 |
| Spring Term      | 6 March 2024     |
| Summer Term No 1 | 19 June 2024     |
| Summer Term No 2 | 3 July 2024      |

### 4. RESPONSIBILITIES

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| 1.  | Ensuring good financial management and effective internal controls including the reporting to FGB as to the adequacy of the internal controls in place.  | Ongoing.  |
| 2.  | Ensuring compliance with the funding agreement (in respect of Financial and Accounting requirements) and the Academies Financial Handbook.   | Ongoing.  |
| 3.  | Monitoring income, expenditure, cash flow and the balance sheet, ensuring that income and expenditure remain within the limits of the approved budget, or otherwise reviewing the reasons for variances.   | Termly meeting.   |
| 4.  | Reviewing internal audit report and agreeing actions to be taken.  | Termly meeting.   |
| 5.  | Ensuring that relevant financial returns have been produced for the Secretary of State, the EFSA and other authorities as required.  | Termly meeting.   |
| 6.  | Considering and monitoring the site development and maintenance programmes, including – contracts relating to cleaning, grounds maintenance and building maintenance; repairs and redecoration; capital bids; security; and health and safety and the prioritisation of items in each programme. | Termly meeting.   |
| 7.  | Reviewing accident reports and any health and safety issues.   | Termly meeting.   |
| 8.  | Reviewing site risk assessments on a rolling programme.  | Reviewed by Link Governor and reported at termly meeting.                       |
| 9.  | Reviewing effectiveness of Value for Money arrangements.   | Considered by Chair in monthly meeting with SBM and reported at termly meeting. |
| 10. | Policies as detailed in Schedule 1 of these TOR will be reviewed and either recommended for approval to FGB or approved at committee according to the matrix of policies delegated by FGB.   | Termly meeting.   |
| 11. | Reviewing and assessing Risk Register.   | Spring and summer meetings  |
| 12. | Ensuring adequate insurance cover for the proper safeguarding of the School's assets.  | Reviewed by Chair and reported to First Autumn meeting.                         |
| 13. | Ensuring adequate personal liability insurance for governors.  | Reviewed by Chair and reported to First Autumn meeting.                         |
| 14. | Reviewing staff numbers and costs (verbal report from Pay Committee)   | First Autumn meeting.   |
| 15. | Review of the Premises Management Document   | Second Autumn meeting and Summer meeting  |
| 16. | Reviewing draft statutory Governors' Report and Audited Accounts and recommending to Full Governing Body (FGB) for approval.   | Second Autumn meeting.  |
| 17. | Reviewing management letter from auditors and agreeing response.   | Second Autumn meeting.  |
| 18. | Scrutinising annual report as to the use of and impact of the PE and Sports Premium.   | Second Autumn meeting.  |

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|-----|--|---|
| 19. | Scrutinising annual report from governor with responsibility for Pupil Premium to assist in the assessment of impact on the use of funds on use of Pupil Premium.                          | Second Autumn meeting.  |
| 20. | Reviewing the annual update of the Premises Management Document  | Second Autumn meeting   |
| 21. | Financial Procedures Manual <ul style="list-style-type: none"> <li>• Receipt of confirmation of compliance with changes</li> <li>• Approval</li> </ul>                                     | 2 <sup>nd</sup> Autumn<br>Spring meeting  |
| 22. | Reviewing the School's revised financial budget and recommending to FGB for approval.  | Spring meeting.   |
| 23. | Setting direction for next financial year's budget.  | Spring meeting.   |
| 24. | Reviewing financial risks and setting direction of internal audit work programme for the next financial year.  | 1st Autumn meeting  |
| 25. | Reviewing report on asset verification and approving write offs.   | Spring meeting.   |
| 26. |  |   |
| 27. | Reviewing contingency plans for premises-related emergencies.  | Reviewed by Link Governor and reported to Spring meeting.   |
| 28. | To receive annual assurance from SBM as to compliance with statutory requirements for the publication of information on the school website.  | Spring meeting.   |
| 29. | Ensuring required information is posted in "Academy" and "Trustees, Governors and Members" sections of the school website.   | Spring meeting.   |
| 30. | Reviewing staff numbers and costs (verbal report from Pay Committee)   | Summer meeting.   |
| 31. | Reviewing the Extent and Limitations of Power of Headteacher and School Business Manager (SBM) to spend and vire the budget and recommending to FGB for approval.                          | Summer meeting.   |
| 32. | Reviewing bank authorities and recommending to FGB for approval.   | Summer meeting.   |
| 33. | Reviewing the appointment of external auditors including the need to call for tender and recommending to FGB for approval.   | Summer meeting.   |
| 34. | Reviewing the appointment for internal audit services, including the need to call for tender, and recommending to FGB for approval.  | Summer meeting.   |
| 35. | Receiving notification of senior staff appointment or dismissal.   | As required.  |
| 36. | Making miscellaneous financial decisions (e.g. write offs), subject to Annex B of Academies Financial Handbook.  | As required.  |
| 37. | Investigating financial irregularities (excluding where Headteacher suspected).  | As required.  |
| 38. | Approving tenders, service agreements, contracts and quotations on behalf of the FGB, according to minuted delegated authority.  | As required.  |
| 39. | Considering buildings strategy and major new commitments.  | As required.  |
| 40. | Considering proposed unbudgeted expenditure and making recommendations to FGB.   | As required.  |
| 41. | Monitoring any new requirements in respect of financial accounting, policies, or procedures and considering their implications.  | As required.  |
| 42. | When requested, considering and advising on the implications of plans made by FGB and/or financially related recommendations from other Committees.  | As required.  |
| 43. | Considering Governors' monitoring and evaluation reports.  | As required.  |
| 44. | Considering Governor training feedback.  | As required.  |
| 45. | Responsibility for the setting and monitoring of GDPR policies and requirements to ensure compliance with legislation.   | Designated governor to report on response of school to issues raised by external DPO following issues of bi annual report |
| 46. | Receive details of successful applications for financial grants.   | As required.  |
| 47. | To ensure that the grades within the SEF are accurate and supported by the evidence.   | SLT will provide details to the committee as to how the data presented compares against the relevant section of the SEF.  |
| 48. | Policies as detailed in Schedule 1 of these TOR will be reviewed and either recommended for approval to FGB or approved at committee according to the matrix of policies delegated by FGB. | SLT member and delegated governor will liaise before agreed policy is received by this committee.                         |
| 49. | <a href="#">Scrutinise the annual assessment against the Trust Quality Descriptors</a>   | Summer term   |

## PROPOSED AGENDA ITEMS

### The agenda will routinely include:

- Approval of minutes of previous meeting and review of action points.
- Declarations of interest.
- Review of management accounts and comparison against budget.
- Receiving report from Chair on monthly financial monitoring, including Value for Money considerations.
- Review of internal audit report and agreement of actions to be taken.
- Receiving confirmation that relevant financial returns have been produced for the Secretary of State, the EFSA and other authorities as required.
- Review of report on site development and maintenance programme.
- Review of analysis of accidents and any health and safety issues.
- Receiving report from Link Governor on review of site risk assessments.
- Review and approval of relevant policies as designated in policy matrix.
- Any other items proposed by the Chair, Committee members, Headteacher, School Business Manager or Clerk.

### The agenda will also include when required:

- Receiving notification of senior staff appointment or dismissal.
- Consideration of miscellaneous financial items (e.g. write offs).

- Investigation of financial irregularities (excluding where Headteacher suspected).
- Approval of tenders, service agreements, contracts and quotations.
- Consideration of buildings strategy and major new commitments.
- Consideration of proposed unbudgeted expenditure.
- Consideration of new requirements in respect of financial accounting, policies or procedures and their implications.
- Consideration of the implications of plans made by the FGB and/or financially related recommendations from other Committees.
- Receive Governors' monitoring and evaluation reports.
- Governor training feedback
- Receive reports of any GDPR breach and SAR request

**In addition, the following business will be dealt with:**

#### **AUTUMN 1**

- Election of Chair and Vice-Chair.
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- Receiving Chair's report on review of insurance arrangements (school assets and Governors' personal liability).
- Reviewing staff numbers and costs (verbal report from Pay Committee)
- Review of changes in new edition of Academies Financial Handbook.
  - Annual review of the Premises Management Document

#### **AUTUMN 2**

- Review of draft statutory Governors' Report and Audited Accounts and recommendation to FGB for approval.
- Review of management letter from auditors and agreement of response.
- Review of financial reporting on use of Pupil Premium and PE & Sport Premium.

#### **SPRING**

- Review of revised financial budget and recommendation to FGB for approval.
- Setting direction for next financial year's budget.
- Review of financial risks and direction of internal audit work programme for the next financial year.
- Review of report on asset verification and approval of disposals and write offs.
- Approval of Financial Procedures Manual.
- Receiving report from Link Governor on review of contingency plans for premises-related emergencies.
- Receiving confirmation that required information is posted in "Academy" and "Trustees, Governors and Members" sections of the school website.
- Review the Risk Register

- **SUMMER** 1 Reviewing staff numbers and costs (verbal report from Pay Committee).
- Reviewing the Extent and limitations of power of Headteacher and SBM to spend and vire the budget, and recommendation to FGB for approval.
- Review of bank authorities and recommendation to FGB for approval.
- Review of appointment of external auditors, including the need to call for tender, and recommendation to FGB for approval
- Review of appointment for internal audit services, including the need to call for tender, and recommendation to FGB for approval.
- Review the remit (Terms of Reference) for the Committee
  - Review the Risk Register

#### **SUMMER 2**

- Review of next financial year's annual budget ( part of 3 year BRO) and recommendation to FGB for approval.
- [Receive the annual assessment against the Trust Quality Descriptors](#)

#### **COMMITTEE**

- This committee is authorised to co-opt other Governors (with vote) and/or other persons (without vote) to aid its deliberations on any issue.
- This committee is authorised to approve changes within any budget year, in the expenditure in any sector or budget head up to £10,000 in total or 10% of the budget head or sector, whichever is the lower.
- This committee is authorised to approve the institutions with whom the School may place money on deposit.
- This committee is authorised to approve any changes in the list of contractors, suppliers and service providers annually approved by the FGB.
- This committee is authorised to approve appropriate professional advisers, select and approve contractors according to the minuted powers delegated by the FGB.

#### **CHAIR'S AUTHORITY**

Matters requiring decisions that cannot wait for the next scheduled meeting of this committee can be dealt with by 'Chair's Action'. All such actions taken will be notified to the Committee at its' next meeting. In the event of an undecided vote, the Chair will have a second or casting vote.

#### **ELECTRONIC PARTICIPATION**

In exceptional circumstances and with the agreement of the Chair of the Committee, any Governor may electronically attend a meeting committee. Virtual meetings of the committee will take place where agreed in advance in line with the Virtual Meetings Policy ratified on 1 April 2020. All parties at any virtual meeting will follow the guidance and protocol as ratified at the meeting of the Full Governing Body on 8 July 2015.

*Updated: March 2024*

*Ratified by Full Governing Body: 27 March 2024*

*Due for Review: September 2024*

**Schedule 1 FRP DELEGATED POLICIES**

| <b>POLICY</b>   | <b>REVIEW/APPROVE</b>     |
|---|---------------------------|
| <b>ANTI BRIBERY</b>   | REVIEW & APPROVE          |
| <b>CHARGING AND REMISSIONS</b>  | REVIEW & APPROVE          |
| <b>DATA HANDLING (PREV PROTECTION) INCLUDING BIOMETRIC DATA OF STUDENTS</b> | REVIEW & RECOMMEND TO FGB |
| <b>ACCESSIBILITY PLAN</b>   | REVIEW & APPROVE          |
| <b>ALLEGATIONS AGAINST STAFF</b>  | REVIEW & APPROVE          |
| <b>FREEDOM OF INFORMATION</b>   | REVIEW & APPROVE          |
| <b>INVESTMENT</b>   | REVIEW & APPROVE          |
| <b>RISK REGISTER</b>  | REVIEW & RECOMMEND TO FGB |
| <b>STAFF CAPABILITY</b>   | REVIEW & APPROVE          |
| <b>STAFF GRIEVANCE</b>  | REVIEW & APPROVE          |
| <b>STAFF DISCIPLINARY</b>   | REVIEW & APPROVE          |
| <b>COMPLAINTS</b>   | REVIEW & RECOMMEND TO FGB |