



ST PETER'S SCHOOL
FINANCE, RESOURCES AND PREMISES COMMITTEE
TERMS OF REFERENCE 2018-2019

1. Constitution

The committee shall consist at least of the Chairman and Vice Chairman of the Governing Body and the Head Teacher. 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 2018-2019

- Ex-officio: Richard Dickinson (Chair of Governors), Bob Belcher (Vice-Chair), David Todd (Head Teacher).
- Chairman: Bob Belcher.
- Members: Julie Coyne, Chris Chastney, Peter Booth, Rev Roger Carr-Jones, Martin Gerrard.

- In Attendance: Janet Lasham (School Business Manager) Suzanne Wallace-Abbott (Clerk) Alexia Anderson (Financial Officer).

3. Meetings for 2018/19

Autumn Term No 1	3 October 2018
Autumn Term No 2	21 November 2018
Spring Term:	6 March 2019
Summer Term:	19 June 2019

4. Responsibilities

1.	Ensuring good financial management and effective internal controls.	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 - <ul style="list-style-type: none"> • 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.	Setting and reviewing policies as required.	Termly meeting.
11.	Reviewing and assessing Risk Register.	First Autumn meeting.
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.	Reviewing draft statutory Governors' Report and Audited Accounts and recommending to Full Governing Body (FGB) for approval.	Second Autumn meeting.
16.	Reviewing management letter from auditors and agreeing response.	Second Autumn meeting.
17.	Reviewing financial reporting on use of Pupil Premium and PE & Sport Premium.	Second Autumn meeting.
18.	Reviewing the School's revised financial budget and recommending to FGB for approval.	Spring meeting.
19.	Setting direction for next financial year's budget.	Spring meeting.
20.	Reviewing financial risks and setting direction of internal audit work programme for the next financial year.	Spring meeting
21.	Reviewing report on asset verification and approving write offs.	Spring meeting.
22.	Approving the Financial Procedures Manual.	Spring meeting.
23.	Reviewing contingency plans for premises-related emergencies.	Reviewed by Link Governor and reported to Spring meeting.
24.	Ensuring required information is posted in "Academy" and "Trustees, Governors and Members" sections of the school website.	Spring meeting.
25.	Reviewing the next financial year's annual budget, taking account of statutory requirements and the priorities within the School Improvement Plan.	Summer meeting.

	Recommending annual budget to FGB for approval.	
26.	Reviewing staff numbers and costs (verbal report from Pay Committee)	Summer meeting.
27.	Reviewing the Extent and Limitations of Power of Head Teacher and School Business Manager (SBM) to spend and vire the budget and recommending to FGB for approval.	Summer meeting.
28.	Reviewing bank authorities and recommending to FGB for approval.	Summer meeting.
29.	Reviewing the appointment of external auditors including the need to call for tender, and recommending to FGB for approval.	Summer meeting.
30.	Reviewing the appointment for internal audit services, including the need to call for tender, and recommending to FGB for approval.	Summer meeting.
31.	Receiving notification of senior staff appointment or dismissal.	As required.
32.	Making miscellaneous financial decisions (eg write offs), subject to Annex B of Academies Financial Handbook.	As required.
33.	Investigating financial irregularities (excluding where Head Teacher suspected).	As required.
34.	Approving tenders, service agreements, contracts and quotations on behalf of the FGB, according to minuted delegated authority.	As required.
35.	Considering buildings strategy and major new commitments.	As required.
36.	Considering proposed unbudgeted expenditure and making recommendations to FGB.	As required.
37.	Monitoring any new requirements in respect of financial accounting, policies, or procedures and considering their implications.	As required.
38.	When requested, considering and advising on the implications of plans made by FGB and/or financially related recommendations from other Committees.	As required.
39.	Considering Governors' monitoring and evaluation reports.	As required.
40.	Considering Governor training feedback.	As required.
41.	Responsibility for the setting and monitoring of GDPR policies and requirements to ensure compliance with legislation.	Policies to be reviewed by link Governor and

		reported at termly meeting.
42.	Receive details of successful applications for financial grants	As required

5. 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 on a 3-year cycle.
- Receive details of any GDPR breach and the number of Subject Access Requests (SARs)

- Any other items proposed by the Chair, Committee members, Head Teacher, 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 (eg write offs).
- Investigation of financial irregularities (excluding where Head Teacher 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:

First Autumn

- Election of Chair and Vice-Chair.
- Review and assessment of risk register.
- 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.

Policy Reviews:

- Health and safety

Second Autumn

- 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.

Summer

- Review of next financial year's annual budget and recommendation to FGB for approval.
- Reviewing staff numbers and costs (verbal report from Pay Committee).
- Reviewing the Extent and limitations of power of Head Teacher 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.

Policy Reviews

- Lettings schedule of charges
- Charges & Remissions.

6. Committee

- a. This committee is authorised to co-opt other Governors (with vote) and/or other persons (without vote) to aid its deliberations on any issue.
- b. 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.
- c. This committee is authorised to approve the institutions with whom the School may place money on deposit.
- d. This committee is authorised to approve any changes in the list of contractors, suppliers and service providers annually approved by the FGB.
- e. This committee is authorised to approve appropriate professional advisers, select and approve contractors according to the minuted powers delegated by the FGB.

7. 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.

8. Email Approval

Email distribution of information and approval of matters may take place provided that such distribution is undertaken by the Clerk to the Governing Body, that each proposal is formally proposed by a member of the Committee, that Committee Members are informed of the proposed date of closure of the date and that all responses are collated by said Clerk who will report the result to the Chair of this Committee. The result of the vote will be recorded as an "Out of Committee" action at the following FRP meeting.

9. Electronic Participation

In exceptional circumstances and with the agreement of the Chair of the Committee, any Governor may electronically attend a meeting of the Committee. All parties will follow the guidance and protocol as ratified at the meeting of the FGB on 8 July 2015.

Updated: June 2018

Approved by Finance Resources and Premises: 27 June 2018

Ratified by Full Governing Body: 19 September 2018

Due for Review: June 2018