

REDMOOR ACADEMY

FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE

Composition:

Chair (non-staff member elected by the committee each September).

Membership:

The committee comprises of no fewer than 6 (six) members.

Clerk: Mrs Diane Eeley

Quorum: Minimum of 4 (four) members. **Term of Office:** Annual.

Frequency of meetings: Autumn Term - Twice Termly

Spring Term – Once Termly

Summer Term – Once Termly

(4 meetings per year)

Purpose of Committee:

FINANCE

To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the academy's risk management, finances, and resources, including proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the governing body on a regular basis.

Major issues will be referred to the full governing body for ratification.

STAFFING / PERSONNEL

Subject to the requirements of the legislative acts as applicable, the committee is authorised:

1. To consider the academy's indicative funding, notified annually by the DfE,

and to assess its implications for the academy, in consultation with the Principal, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.

2. To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.

3. To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the academy.

4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.

5. To liaise with and receive reports from the finance and general purpose committee and school standards committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.

6. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing matters of concern to the attention of the governing body.

7. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.

8. To prepare the financial statement to form part of the annual report of the governing body and for filing in accordance with Companies Act and Charity Commission requirements.

9. To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.

10. To recommend to the full governing body the appointment or reappointment of the auditors of the academy.

11. In consultation with the Principal and Business Manager to draft the formal budget plan of the financial year.

12. To establish and maintain an up to date 3 year financial plan. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.

13. To ensure that the school operates within the Financial Regulations laid down in the school's Articles of Association.
14. To receive a report from the Auditor at least once a term.
15. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
16. To annually review charges and remissions policies and expenses policies.
17. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
18. To ensure sufficient funds are available for pay increments as recommended by the Principal.
19. In the light of the Principal Appraisal Panel's recommendations, to ensure sufficient funds are available for increments.
20. To receive a report by the Principal on any implications that further developments in Secondary education may have on finance.
21. Any recommendations to be reported back to the Full Governing Body.
22. To ensure that the Register of Governors Business Interests is kept up to date.
23. To ensure that effective risk management procedures are in place to identify and manage business risk critical to the trust's overall objectives. To regularly review the academies risk register and business continuity plan.

Disqualification

Any relevant person employed to work at the school other than as the Principal, when the subject for consideration is the pay or performance review of any person employed to work at the school.

STAFFING / PERSONNEL

Purpose of this section of the committee:

To have responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointment and performance management, contributing to the appraisal of the Principal, reviewing and agreeing staff training programmes and reviewing and agreeing pay.

Terms of reference:

1. To draft and keep under review the staffing structure in consultation with the Principal and the Finance Committee
2. To establish a Salary Structure for all categories of staff and to be responsible for its administration and review.
3. To oversee the appointment procedure for all staff.
4. To establish and review a Staff Appraisal Policy for all staff.
5. To oversee the process leading to staff reductions.
6. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
7. To make recommendations on personnel related expenditure to the Finance Committee.
8. To consider any appeal against a decision on pay grading or pay awards.
9. Additional items which individual Governors may wish to include.
10. The Principal Performance Review Panel should be set up by this committee, but its members should have received the appropriate training.
11. To receive a report by the Principal on any implications that further developments in Secondary education may have on staffing.
12. Any recommendations to be reported back to the Full Governing Body.

Disqualification

Any relevant person employed to work at the school other than as the Principal, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Note:

A separate committee is needed for decisions to dismiss and a second committee whose members have had no dealings with the original decision will be needed to deal with appeals.

PREMISES

Purpose of this section of the committee

To have responsibility for the use of premises, grounds and extended school facilities. Its terms of reference may include making recommendation on accommodation, site management, cleaning, decorating and maintenance and any new build. It may monitor efficient use of utilities such as water, electricity or gas and maintain an overview of costs and lettings policy of premises. Health and Safety falls within this remit.

Terms of reference:

1. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
2. To oversee arrangements for repairs and maintenance.
3. To make recommendations to the Finance Committee on premises-related expenditure.
4. In consultation with the Principal and the Finance Committee, to oversee premises-related funding bids.
5. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body approval.
6. To establish and keep under review a Building Development Plan. To establish and keep under review an Accessibility plan.
7. To receive a report by the Principal on any implications that further developments in Secondary education may have on the premises. Any recommendations to be reported back to the Full Governing Body.
8. Additional items which individual Governing Bodies may wish to include.
9. Any recommendations to be reported back to the Full Governing Body.

Adopted by the Full Governors on 4th September 2019