

Terms of Reference for the Finance and Audit Committee

Membership of the committee will be appointed by the full governing body. Minutes will be taken and circulated to the full Governing body. Any confidential items will be minuted separately and will not be available for public inspection. At the first meetings of the academic year a chairman will be appointed by the committee. No member of the committee who is an employee at the school will be eligible to stand for position of Chairman. Major issues will be referred to the full governing body for ratification.

Quorum

The quorum shall be one third or greater of total office (e.g. 12 governors, 4 are required for the committee)

Meetings

The committee will meet half termly and otherwise as requested.

Terms of Reference in relation to Finance.

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 head teacher, 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 head teacher, 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 of 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 other 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 any 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 receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings.
9. To recommend to the full governing body the appointment or reappointment of the auditors of the academy.
10. To appoint an external suitably qualified person to carry out the internal scrutiny of the accounting system.

Incorporating the audit committee terms of reference:

1. Set up a scheme of work that is informed by risk for the internal audit.
2. The internal auditors work is spread across the year so that higher risk areas are reviewed,
3. To meet at least three times per year.
4. The internal auditors to provide regular updates to the Audit Committee with a report sent to each committee meeting and an annual report that is sent to ESFA.
5. Review the effectiveness of the body's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.
6. Discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.

7. Consider all relevant reports by the appointed external auditor, including reports on the body's accounts, achievement of value for money and the response to any management letters.
8. Consider and advise the board on the body's annual and long-term audit program; consider internal audit reports, including value-for-money reports and the arrangements for their implementation.
9. Review the operation of the body's code of practice for board members and code of conduct for staff.
10. Where the trust operates a combined Finance and Audit committee, staff may be members but should not participate as members when audit matters are discussed; they may remain in attendance to provide information and participate in discussions.

Terms of Reference in relation to Personnel Issues

The committee is authorised:

- 1 To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- 2 To undertake an annual pay review for each member of staff based on the criteria set out in the Pay Policy.
- 3 To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- 4 To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body;
- 5 To recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;
- 6 To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually;
- 7 To carry out the performance review of the Headteacher;
- 8 To work with the School Improvement Partner.

Terms of Reference in relation to Health and Safety

The committee will receive and review the following, to include historical information:

- 1 A Health & Safety Report
- 2 The Near Miss Log