

## ***Final Draft***

### **Mellor Primary School Academy Trust**

#### **Finance and Resources Committee**

##### **Terms of Reference**

**Membership:** a minimum of five members, to be appointed by the Board of Governors.

**In attendance:** clerk; school business manager.

**Chair:** to be appointed from the committee membership by the Board of Governors.

**Quorum:** Three members or 50% of the membership, whichever is the greater.

**Review:** terms of reference to be reviewed annually by the Board of Governors.

The committee will meet termly or more frequently if required.

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##### **General**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

##### **Finance**

- To establish and maintain a three year financial plan, taking into account the priorities of the School Development Plan, roll projections, and forecasts from ESFA.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Development Plan.
- To monitor income and expenditure throughout the year against the annual budget plan.
- To approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, adopt and monitor financial policies and procedures, and to recommend them to the governing body for approval.
- To receive the minutes of the Pay and Performance Management Committee, and to make recommendations to that committee regarding financial aspects of its business.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
- To make recommendations to the Board of Governors regarding the level of delegation afforded to the Headteacher, Chairman, and Finance Committee. To prepare the financial statement to form part of the annual report of the governing body for filing in accordance with Companies Act and Charity Commission requirements.

## **Audit**

- To review the effectiveness of the trust's internal control system and to ensure that the aims, objectives and key performance targets of the trust are achieved in the most effective manner;
- To ensure that the trust's internal audit service meets, or exceeds, the standards specified in the Government's Internal Audit Manual, and meets agreed levels of service;
- To advise the board on the body's annual and long-term audit programme; To consider internal audit reports, including value-for-money reports, and to make arrangements for their implementation;
- To recommend to the Board of Governors the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
- To receive external auditors' reports and to make recommendations to the Board of Governors in response to their findings.
- To recommend to the full governing body the appointment or reappointment of the external auditors.

## **Staffing**

- To ensure that the school is staffed sufficiently for the fulfilment of the School Development plan and for the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy, as advised by the Pay and Performance Management Committee.
- To receive recommendations from the Pay and Performance Management Committee regarding the establishment of a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To receive recommendations from the Pay and Performance Management Committee regarding annual pay awards.
- To ensure that staffing procedures (including recruitment procedures) follow relevant legislation.
- To review staffing policies and procedures and make recommendations to the governing body for approval.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- Taking account of any recommendations from the Pay and Performance Management Committee, to review the staffing structure / pay in the light of budgetary and other constraints whenever a vacancy arises.

## **Premises**

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.

- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
- To create a project committee where necessary to oversee any major developments.
- To adopt, review and monitor a Health and Safety policy, on the recommendation of the Health and Safety Committee.
- To ensure that the governing body discharges its responsibilities regarding Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To approve applications for the use of the school premises.
- To ensure that the school complies with health and safety regulations and ensure risk assessments are carried out regularly.
- To review insurance arrangements.

### **Other matters**

- To receive the minutes of the Health and Safety Committee and take note of any matters which may impact on the schools resources, premises or staff.
- To deal with other relevant matters which may from time to time be delegated by the Board of Governors.