



# OLDFIELD SCHOOL

## Finance & Audit (F&A) Committee Terms of Reference

### Membership

- Up to 6 Governors\*, including:
  - the Headteacher.

### Associate Members<sup>†</sup>

- The Finance, Facilities and HR Manager

### Right of Attendance (non-voting)

Chair of Governors

Vice-Chair of Governors

### Chair

The Chair of the Committee will be appointed by the Board, on recommendation from the Chair and Vice-Chair of Governors, working together.

In the event of the Chair of the Committee not being present, the Committee shall appoint, by means of a majority vote, one of the Committee to take the chair.

### Clerk/Minutes

The Clerk to the Governing Board will minute Committee meetings.

In the absence of the Clerk, a Governor, who is not the Chair of the Committee or the Headteacher, will take the minutes. The minutes, unless designated confidential, will be distributed to the Committee and will be available to all members of the Board and the Senior Leadership Team.

Confidential minutes of the Committee will be shared with only members of the Board.

### Quorum

Three Governor members of the F&A Committee, two of whom must not be Staff Governors.

### Frequency of meetings

Termly, i.e. six times per school year.

### Responsibilities

1. Consider the school's indicative funding and forecast expenditure. Agree the deployment of resources, in advance of the financial year. Promptly report significant issues or concerns to the Board.
2. Adhere to the aims detailed in the SIP (School Improvement Plan) and the School's strategy:
  - a. To achieve good value for money.
  - b. To provide a pleasant and stimulating environment in which to learn and work.
  - c. To take measures to reduce the school's environmental impact and make real cash

savings while enhancing the teaching and learning element of sustainable working practices with the school.

d. To maintain good student: teacher ratios.

3. Scrutinise the school's draft annual budget; if satisfied, recommend the draft for adoption by the Board.
4. Scrutinise recommendations for expenditure to be adopted each year, including the level and use of any contingency fund or balances. Ensure the expenditure proposals reflect the priorities set out in the SIP and the School's strategy.
5. Consider and plan for the financial implications of decisions made in the Board's other committees.
6. Ensure the annual accounts are produced in accordance with the requirements of the Companies Act, DfE and ESFA guidance issued to academies.
7. Annually review and act on changes to the Academies' Financial Handbook to ensure compliance; ensure all Governors/Trustees are aware of the Board's responsibilities.
8. Ensure that all related party transactions will be declared to the EFSA in advance. Any related party transactions exceeding £20K, either individually or cumulatively, would be approved in advance by the EFSA.
9. Authorise changes to the school's staffing structure if there are large financial implications to the school.
10. Receive and consider management accounts, which set out the academy's financial performance and position in relation to its budget, at every meeting, as required by the Financial Handbook 2019.
11. Authorise the award of contracts and expenditure over £25,000.
12. Monitor and review procedures for ensuring the effective implementation and operation of financial procedures within the school and where appropriate to make recommendations for improvement.
13. Review the Internal Audit reports on the effectiveness of the financial procedures and controls before they are reported to the Board.
14. Receive internal and external auditors' reports and recommend action to the Board where appropriate.
15. Recommend the appointment or reappointment of the auditors to the school to the Board.
16. Taking account of Estate priorities, make recommendations to the Board in relation to:
  - a. General condition, usage and development of the school buildings, their fabric and sites;
  - b. The provision of resources and services;
  - c. Proposals for the acquisition or disposal of buildings, site and equipment;
  - d. Health and Safety requirements.
17. The F&A Committee will:
  - a. Consider project management reports on works being undertaken by building contractors.
  - b. Develop the long-term plan for buildings and site to meet any curriculum, capacity and health and safety requirements;
  - c. Consider and agree to any project to improve existing or to provide new facilities;
  - d. Health & Safety:
    - Review the school's policy in March (Term 4) each year;

- Monitor Health & Safety matters by receiving a regular report from the school;
- Nominate a Link Governor for Health & Safety;
- Receive a report from the Link Governor for Health & Safety in March (Term 4) each year.

e. Monitor the operation of the school's catering arrangements.

18. Develop and approve the long-term financial plan.
19. Regularly review the Trust's Funding Agreement to ensure compliance.
20. Prepare an annual report on the financial performance of the Trust for approval by Members.
21. Review the policies delegated to the Committee (as defined in the Policy Schedule), according to the agreed schedule.
22. Ensure buildings and personal liability insurance are in place.
23. Monitor the impact of Year 7 Catch-up and Pupil Premium Grant and ensure that Impact Statements are published on website, to comply with requirements of the Funding Agreement.
24. Monitor the Risk Register and alert the Board to changes promptly. Provide an annual report to the FGB.

The Committee has been delegated monitoring responsibility for the following risks:

**RO1 – Funding;**

**RO2 - Public Health Hazard;**

**RO3 – Sixth Form;**

**R06 – IT Systems Failure;**

**R07 – Maintenance;**

**R08 – Business Continuity; severe weather**

**R09 – Business Continuity – lack of capital investment**

**R11 – Health & Safety;**

**R14 – GDPR – Non-compliance with regulations.**

**R15 – GDPR – Non-compliance with GDPR leading to external intervention**

**R17 – Teacher Pensions**

25. To monitor the areas of the School Improvement Plan designated to the Committee.

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\* Governors are also Trustees and Directors of the School.

† “Associate Members” are expected to attend and contribute to the business of the Committee. Unlike members, however, they do not have voting rights.

**These ToR will be reviewed annually.**

**Last Review:** 10/12/2020      **Next Review:** December 2021