

# HALL GREEN SCHOOL

## Terms of Reference Finance and General Purposes Committee

### Membership and Conduct

1. Membership is currently six Governors and two Associate Members. The current members are:

Martyn Alcott	Chair of Committee	Member & Trustee (Community)
Bob Harvey		Member & Trustee (Community)
Jayne Owen		Member & Trustee (Parent)
Khuram Chohan		Trustee (Community)
Tarlochan Kambo		Trustee (Parent)
David Adams	Headteacher/Accounting Officer	Trustee
Michael Hosfield	Deputy Headteacher	Associate
Tina Dragoonis	Bursar/Chief Financial Officer	Associate

2. Membership will include the Headteacher.
3. The Committee shall invite such other persons to attend meetings as may be desirable and necessary.
4. The Chair of the Committee will be a Governor member. The Committee will elect the Chair annually. The current Chair is Martyn Alcott.
5. The Committee will meet when required, but at least once a term.
6. The clerk to the committee is Andy Poulton.
7. The duties of the Clerk are:
  - (a) To convene meetings
  - (b) To attend meetings and take minutes
  - (c) To act in an advisory capacity.
8. If the Clerk fails to attend a meeting, the Committee may appoint any one of their number to act as Clerk for the purposes of that meeting.
9. Minutes of the meeting, after initial approval by the Chair, shall be sent to members within 7 days of the meeting.
10. Minutes of the meetings shall be presented to the next available meeting of the Full Governing Body.

### Purpose

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 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. Other matters will be decided by F & G P as appropriate.

### **Terms of Reference**

Subject to Department for Education (DfE) requirements of the committee, 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 headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body. Refer to Hall Green Scheme of Delegation for definition of significant matters.
2. To consider and recommend acceptance of the academy's budget, before the start of the Academy 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 headteacher, 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 perform the function of a pay committee, reviewing performance management documents of staff and making decisions about staff pay increments.
6. To liaise with and receive reports from the other school committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
7. 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.
8. 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.
9. To prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements.
10. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the governors, in consultation with the Headteacher and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.
11. The quorum shall be 4 members which will include 3 Governors. Only members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

# HALL GREEN SCHOOL

## Terms of Reference Audit Committee

### Membership and Conduct

1. Membership is currently five Governors. The current members are:

Martyn Alcott	Chair of Committee	Member & Trustee (Community)
Bob Harvey		Member & Trustee (Community)
Jayne Owen		Member & Trustee (Parent)
Khuram Chohan		Trustee (Community)
Tarlochan Kambo		Trustee (Parent)
2. The Committee shall invite such other persons to attend meetings as may be desirable and necessary.
3. The Chair of the Committee will be a Governor member. The Committee will elect the Chair annually. The current Chair is Martyn Alcott.
4. The Committee will meet when required, but at least once a year to review the school's audited accounts.
5. The clerk to the committee is Andy Poulton.
6. The duties of the Clerk are:
  - (a) To convene meetings
  - (b) To attend meetings and take minutes
  - (c) To act in an advisory capacity.
7. If the Clerk fails to attend a meeting, the Committee may appoint any one of their number to act as Clerk for the purposes of that meeting.
8. Minutes of the meeting, after initial approval by the Chair, shall be sent to members within 7 days of the meeting.
9. Minutes of the meetings shall be presented to the next available meeting of the Full Governing Body.
10. In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the chair of the governors, in consultation with the Headteacher and chair of the committee, will take appropriate action on behalf of the committee. The decisions taken and the reasons for urgency will be explained fully at the next meeting of the whole governing body.
11. The quorum shall be 3 members. Only members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote

### Purpose

To ensure the probity of the financial affairs of the trust.

## Terms of Reference

Subject to Department for Education (DfE) requirements of the committee, the committee is authorised:

1. As the audit committee, the duties comprise:
  - (a) responsibility for monitoring the adequacy and effectiveness of the Academy's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
  - (b) advising the Governing Body on the appointment, re-appointment, dismissal and remuneration of the financial statements auditor and the internal audit service.
  - (c) advising the Board on the scope and objectives of the work of the internal audit service and the financial statements auditor.
  - (d) ensuring effective co-ordination between the internal audit service and the financial statements auditor
  - (e) considering and advising the Board on the audit strategy and annual internal audit plans for the internal audit service.
  - (f) advising the Board on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor, and management's responses to these.
  - (g) monitoring, within an agreed timescale, the implementation of agreed recommendations relating to internal audit assignment reports, internal audit annual reports and the financial statements auditor's management letter. This duty can be delegated to the F&GP
  - (h) considering and advising the Board on relevant reports by the National Audit Office, the Education and Skills Funding Agency (including those from the local provider financial assurance teams) and other funding bodies and, where appropriate, management's response to these.
  - (i) establishing, in conjunction with Academy management, relevant annual performance measures and indicators and monitoring the effectiveness of the internal audit service and financial statements auditor through these measures and indicators and deciding, based on this review, whether a competition for price and quality of the audit service is appropriate.
  - (j) monitoring the Academy's risk management plan and advising the Board on its adequacy and effectiveness
  - (k) producing an annual report for the Board and accounting officer which should include the Committee's advice on the effectiveness of the Academy's risk management, control and governance processes and any significant matters arising from the work of the internal audit service and the financial statements auditor.
  - (l) monitoring and advising the Board on any alleged fraud and irregularity in the Academy's financial and other control systems and ensuring that all allegations of fraud and irregularity are properly followed up.
  - (m) being informed of all additional services undertaken by the internal audit service and the financial statements auditors.
  - (n) recommending the annual financial statements to the Board for approval.
  - (o) monitoring the effectiveness of the Academy's whistleblowing procedures meeting privately with the Internal and External Auditors, and separately with the Director of Finance at least once a year.