

Finance and General Purposes Committee

Terms of Reference

1. Membership

- 1.1. The membership of the committee will be agreed on an annual basis at the first meeting of the LGB (LGB) in the autumn term.
- 1.2. The principal is an ex-officio member of the committee.
- 1.3. The membership shall be at least four named members of the LGB including the principal.
- 1.4. The quorum is three LGB members who are members of the committee, including the principal.

2. Frequency of committee meetings

- 2.1. The committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
- 2.2. The chair of the committee should meet with the other academy committee chairs and the principal to plan each committee's work in relation to the Academy Development Plan.

3. Attendance at committee meetings

- 3.1. Any member of the LGB may attend meetings of any academy committee.
- 3.2. The committee may invite attendance at meetings from persons who are not LGB members to assist or advise on a particular matter or range of issues, including parents and members of academy staff.

4. Voting at committee meetings

- 4.1. Only LGB members who are also members of the committee may vote at committee meetings.
- 4.2. No vote on any matter shall be taken at a meeting of this committee unless the majority of members of the committee present are LGB members.

5. Appointment of Chair

- 5.1. The chair of the committee will be elected on an annual basis at the first meeting of the LGB in the autumn term.
- 5.2. No LGB member who is employed at the academy will act as chair to the committee.
- 5.3. In the absence of the chair the committee will elect a temporary replacement from among the LGB members present at the meeting.

6. Terms of reference

- 6.1. 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 LGB and OAT.

- 6.2. To inform and be consulted on the academy's budget for each financial year.
- 6.3. To contribute to the formulation of the academy's strategic plans, through the consideration of financial priorities and proposals, in consultation with the principal, with the stated and agreed aims and objectives of the academy.
- 6.4. 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 academy's strategic plans.
- 6.5. To liaise with and receive reports from appropriate committees and make recommendations to those committees about the financial aspects of matters being considered by them.
- 6.6. 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 LGB and OAT.
- 6.7. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including bank account arrangements in line with OAT policies.
- 6.8. To contribute to the financial statements of the Trust and for filing in accordance with Companies Act and Charity Commission requirements.
- 6.9. To receive any recommendations from internal and external auditors of the Trust relevant to the academy and recommend to the LGB action as appropriate in response to audit findings.
- 6.10. To receive reports and make recommendations to the board on all aspects of matters relating to staff (excluding the principal) of the academy.
- 6.11. To advise on the strategic planning of human resources.
- 6.12. To monitor the communication of policies and processes to staff and review feedback.
- 6.13. To advise on the means of achieving active participation by staff in policy development.
- 6.14. To review and recommend revisions to those policies where they allow local variation.
- 6.15. To receive each term the principal's Health and Safety report and advise as necessary.
- 6.16. To monitor compliance with the academy's Health and Safety policy and its statutory obligations under the Health and Safety at Work Act 1974.
- 6.17. To receive reports from the principal on the management of assets including premises and their security.
- 6.18. To confirm that an asset recording system is in place, including an inventory and fixed asset register.
- 6.19. To review and advise on the risk register.
- 6.20. To monitor the application of admissions arrangements as set out in the funding agreement.
- 6.21. To determine the use of the academy premises and grounds outside academy sessions with regard to the lettings and charging policy.

- 6.22. To monitor and maintain building statutory compliance of mechanical and electrical assets to ensure they are safe and free from defect.
- 6.23. To ensure the responsibilities of the LGB under the Environmental Protection Act are met.
- 6.24. To advise the LGB on environmental issues to ensure the academy is acting as a responsible institution in its duty to conserve energy, materials and with regard to the local community.
- 6.25. To consider the spending plans of other committees and report back and advise the LGB.
- 6.26. To delegate to the principal the day-to-day management of the approved budget, within agreed authorisation limits.
- 6.27. To consider and act upon matters not covered by other sub-committees.
- 6.28. To review financial policy including consideration of long-term planning and resourcing in accordance with the academy development plan.
- 6.29. To review and make recommendations to the full LGB regarding performance management on an annual basis.
- 6.30. To ensure the legal requirements for early career teacher induction are in place and to ensure all ECTs have their entitlement to 10% non-contact time.
- 6.31. To hear and consider and to make any initial decisions about matters relating to the discipline of staff or staff grievances in accordance with procedures adopted.
- 6.32. To draft and keep under review a policy statement on staff consultation for approval by the LGB and to undertake any formal consultations on personnel issues.
- 6.33. To assess teachers' salaries as required by the pay and conditions document and make arrangements to inform staff of the outcome.
- 6.34. To implement the OAT central instruction with regard to the teaching staff and support staff national pay award and terms and conditions.
- 6.35. To review and sign off the annual performance recommendations at academy level for teaching staff.
- 6.36. To carry out a review of the staffing establishment whenever there is a vacancy and at least once a year in relation to the staffing element of the academy development plan. Note the appointment of the principal and vice-principal(s) will be carried out by the chair and representatives from the Ormiston Academies Trust. The chair, with consultation and approval from Ormiston Academies Trust, may invite other governors to attend. Ormiston Academies Trust will deal with all the arrangements, including interviewing candidates (subject to above), and making a recommendation for appointment. Outgoing principals may not be part of an interview panel for the appointment of a new principal within their academy.
- 6.37. Governors delegate to the principal the appointment of supply staff and temporary staff appointed for one term, and non-teaching staff.
- 6.38. Non-teaching staff, appointed to support children with special needs, will be appointed in consultation with the academy SENCO.