



**CRAMLINGTON LEARNING VILLAGE**  
**FINANCE & RESOURCES COMMITTEE**  
**TERMS OF REFERENCE**  
**2023/24**

|  |                                   |
|--|-----------------------------------|
| <b>Policy reviewed and adopted by Trustees</b> | <b>21 March 2024 (F&amp;R)</b>    |
| <b>Version</b>                                 | <b>2023/24</b>                    |
| <b>Review frequency</b>                        | <b>Annually</b>                   |
| <b>Date of next review</b>                     | <b>October 2024</b>               |
| <b>Responsible Officer</b>                     | <b>J Bird, Accounting Officer</b> |

## **Financial Policy and Planning**

To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (Virements) for the committee, CoHeadteacher and other nominated staff.

To review, adopt and monitor all additional financial policies, including a charging and remissions policy.

To establish and maintain a three-year financial plan, taking into account priorities of the School Improvement Plan and Business Plan, roll projection and signals from central government future years' budgets, within the constraints of available information.

To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.

To make decisions in respect of service level agreements.

To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the CoHeadteacher.

## **Financial Monitoring**

To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.

To receive budget monitoring reports at least six times per year.

To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.

To liaise with the Standards & Outcomes committee and provide any information necessary to support the committee's activity.

Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.

To establish relevant performance measures and indicators to monitor the effectiveness of financial management systems.

To receive auditors' reports and to recommend action as appropriate in response to audit findings.

To recommend to the full governing body the appointment or reappointment of the auditors.

## **Premises**

To establish and keep under review the Accessibility Plan and Buildings Condition Report.

To make recommendations to the governing body on IT, major capital works, improvements and

long-term building projects which reflect the school's teaching and learning requirements.

To provide support and guidance for the governing body and the Co-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 outcomes of the annual premises and grounds inspection and set out for approval by the governing body a proposed order of priorities for maintenance and development.

To arrange professional surveys and emergency work as necessary.

*- The Co-Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the co-headteacher would normally be expected to consult the committee chair at the earliest opportunity.*

To create a project committee where necessary to oversee any major developments.

To adopt, review and monitor a Health and Safety policy.

To monitor Health & Safety performance and action plans.

To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

## **Staffing**

To ensure that the school is staffed sufficiently for the fulfilment of the school's Improvement Plan and the effective operation of the school.

To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.

To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.

To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.

To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.

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.

To establish and review a Pay Policy for all categories of staff.

To monitor staff welfare measures such as feedback from exit interviews, recruitment processes, retention levels, absence levels.

To monitor flexible working arrangements.

To monitor and approve staff benefits which may improve recruitment and retention.

## **Audit**

To advise the governing body on the appointment, reappointment, dismissal and remuneration of the internal assurance service.

With reference to the Risk Register, to agree a work programme to deliver internal scrutiny providing coverage across the year.

To submit an annual summary report on internal scrutiny to the ESFA of the areas reviewed, key findings, recommendations and conclusions.

To consider & challenge the reports of the internal assurance service and, when appropriate, advise the governing body of material controls issues.

To monitor the implementation of agreed recommendations relating to internal assurance reports.

To advise the governing body on the appointment, reappointment, dismissal and remuneration of the external auditor. The Academy Trust Handbook recommends tender of the external audit contract every 5 years.

To consider the reports of the external auditors, when appropriate, advise the governing body of material controls issues.

To monitor the implementation of agreed recommendations relating to the external auditor's management letter.

To establish relevant performance measures and indicators, and to monitor the effectiveness of the external auditor.

To review the annual financial statements in the presence of the external auditor, including the auditor's formal opinion, the governance statement, including consideration of the internal control systems' effectiveness, risk management statements and any relevant issue raised in the external audit management letter, including regularity audits.

To recommend the annual financial statements to the governing body.

## **Risk**

To review the adequacy of the Risk Register at least termly.

To monitor the implementation of any Risk Register Management action plans.

To review the governing body's arrangements in respect of whistleblowing and anti-fraud and corruption and to make recommendations as necessary.

To ensure that all allegations of fraud and irregularity are properly followed up and control weaknesses addressed, including being notified of all cases.

To undertake Value for Money (VFM) reviews as identified by the governing body.

To be aware of the risk of cybercrime. To consider proportionate controls and appropriate action should a cyber-security incident occur.

## **New Build**

To make recommendations to the governing body on major capital works, improvements and funding opportunities that would increase the scope and quality of the provision in the new build.

## **Sporting Club**

To receive feedback from customers of the Sporting Club and the local community on the use of the sporting facilities.

To review the activity and financial position of the Sporting Club through its community lettings and operating costs.

To make recommendations to the governing body on major capital works, improvements and funding opportunities that would increase the scope and quality of sporting provision for the school and its community.

## **Policies**

To develop and review policies identified within the school's policy review programme. A list of policies and procedures to be reviewed by the Finance & Resources Committee is included within the school's annual Business Plan and is reproduced at Appendix A of the Governance Handbook.

| <b>Financial responsibilities chart</b>   | <b>FGB</b> | <b>Finance &amp; Resources Committee</b> | <b>Co-Headteacher</b> | <b>Business &amp; Finance Director</b> | <b>Finance Officer</b> |
|---|------------|--|-----------------------|--|------------------------|
| <b>Budget management</b>  |            |  |                       |  |                        |
| Draft initial budget  |            |  | ✓                     | ✓                                      |                        |
| Approve budget plan   | ✓          |  |                       |  |                        |
| Monitor staffing budget   |            | ✓  | ✓                     |  |                        |
| Monitor other budgets   |            | ✓  | ✓                     |  |                        |
| Report on budget to governors (on a termly basis)                                   |            |  |                       | ✓                                      |                        |
| Report on budget to CoHeadteacher   |            |  |                       | ✓                                      |                        |
| Review financial management arrangements and delegation of powers at least annually |            | ✓  |                       |  |                        |
| Exercise powers of the CoHeadteacher where the CoHeadteacher is absent              |            |  | CoHead / Deputy HT    | ✓                                      |                        |
| Approval of annual accounts   | AGM        | ✓  |                       |  |                        |
| <b>Purchasing goods or services</b>   |            |  |                       |  |                        |
| Generate orders   |            |  | ✓                     | ✓                                      | Budget holder          |
| Authorise expenditure and virements up to a limit of £5,000                         |            |  | ✓                     | ✓                                      | ✓                      |
| Authorise expenditure and virements up to a limit of £50,000                        |            |  | ✓                     | ✓                                      |                        |
| Authorise expenditure and virements in excess of £50,000                            |            | ✓  |                       |  |                        |
| Review quotations for expenditure   |            |  |                       | ✓                                      | ✓                      |
| Arrange Tenders   |            |  | ✓                     | ✓                                      |                        |
| Open Tenders  |            | ✓  |                       | ✓                                      |                        |
| Take delivery of goods  |            |  |                       |  | ✓                      |
| Process invoices for payment  |            |  |                       |  | ✓                      |
| Authorise invoices  |            |  |                       |  | ✓                      |
| Authorise BACS payments   |            |  | CoHead / Deputy HT    | ✓                                      |                        |
| <b>Income</b>   |            |  |                       |  |                        |
| Collection of income  |            |  |                       |  | ✓                      |
| Banking of income   |            |  |                       |  | ✓                      |
| Verification of banking's   |            |  |                       | ✓                                      | ✓                      |
| Write off of debts in excess of £500  |            | ✓  |                       | <£500                                  |                        |
| <b>Risk Management</b>  |            |  |                       |  |                        |
| Maintain risk register  |            | ✓  |                       | ✓                                      |                        |
| Monitor progress of actions in risk management action plan                          |            | ✓  |                       |  |                        |
| Determine the internal distribution of budgets between departments within school    |            |  | ✓                     |  |                        |
| <b>Payroll &amp; Personnel</b>  |            |  |                       |  |                        |
| Approve appointments (in writing)   |            |  | ✓                     | ✓                                      |                        |
| Approve appointments (in writing) for support staff                                 |            |  | ✓                     | ✓                                      |                        |

|   |  |  |   |   |   |
|---|--|--|---|---|---|
| Notify Payroll of starters, leavers, changes            |  |  | ✓ | ✓ |   |
| <b>Bank Account</b>                                     |  |  |   |   |   |
| Sign cheques  |  |  | ✓ | ✓ |   |
| Retain cheque book safely                               |  |  |   |   | ✓ |
| Reconcile funds and submit regular reimbursement claims |  |  |   | ✓ |   |
| <b>Sporting Club - Renewals fund</b>                    |  |  |   |   |   |
| Monitor budget  |  |  | ✓ | ✓ |   |
| Sign cheques  |  |  | ✓ | ✓ | ✓ |
| <b>Security of Assets</b>                               |  |  |   |   |   |
| Maintain inventory/asset register                       |  |  | ✓ | ✓ |   |
| Carry out checks against inventory at least annually    |  |  |   | ✓ |   |
| Authorise disposal of equipment                         |  |  | ✓ | ✓ |   |

|   |  |  |  |                            |  |
|---|--|--|--|----------------------------|--|
| <b>Miscellaneous</b>  |  |  |  |                            |  |
| Maintain contracts register showing services and procurement terms              |  |  |  | ✓                          |  |
| Maintain software inventory showing licence details                             |  |  |  | ✓                          |  |
| Ensure that all governors complete pecuniary interests forms on an annual basis |  |  |  | ✓<br>Clerk of<br>Governors |  |