



Building and Finance Committee - Terms of Reference

Appendix 5

The Academy's Board of Trustees has established a Building and Finance Committee as a Committee of the Board to support them in their responsibilities for the management of the school's finances, buildings, premises, lettings and Health and Safety.

1. Responsibilities

The Building and Finance Committee is a sub-committee of the school's Academy Trust Board and it is responsible for providing financial analysis, advice, oversight of the organisations budget and for ensuring that the organisation is operating within the Academy Trust Handbook 2021.

2. Authority

The Building and Finance Committee is a sub-committee of the Academy Trust Board and is authorised to investigate and undertake any activity within its Terms of Reference or specifically delegated to it by the Academy Trust Board in accordance with the Trust Financial Management Policy.

The Building and Finance Committee is authorised to:

Funding

- Consider the Academy's indicative funding (notified annually by the DfE/ESFA) and to assess its implications for the Academy. This will be in consultation with the Accounting Officer (Headteacher) and the Chief Financial Officer in advance of the financial year.
- Draw any matters of significance or concern to the attention of the Board of Trustees.
- Consider and recommend acceptance or non-acceptance of the school budget to the Trust Board each financial year.

Financial Performance

- Ensure all funding is used for the purposes intended and that there is sound management of the Academy's delegated finances and resources, including proper planning, monitoring and probity.
- 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 ESFA.
- Agree the annual strategic action plan for the pupil premium spend and monitor how all specialist funding is spent.

Budgeting

- Contribute to the formulation of the school strategic financial plan (budget) through the consideration of financial priorities and proposals in consultation with the Accounting Officer (Headteacher) and the Chief Financial Officer and with the stated and agreed aims and objectives of the school.
- Receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year. This will include the level and use of any contingency fund, reserves or balances, ensuring the compatibility of all such proposals with the development priorities set out in the school's strategic plan.
- Recommend the strategic financial plan (budget) to the Academy's Trust Board for approval.

- Liaise with and receive reports from the Quality of Education, Pupil Issues and Personnel Committees (as appropriate) and make recommendations to those Committees about the financial aspects of matters being considered by them.
- Delegate the day-to-day management of the approved budget to the Accounting Officer (Headteacher) and Chief Financial Officer within agreed authorisation limits.
- Consider requests for supplementary expenditure and make appropriate recommendations to the Academy's Trust Board.
- Consider and act upon matters not covered by other sub-committees.
- Review financial policy including consideration of long-term planning and resourcing in accordance with the school development plan.

Expenditure and Financial Procedures

- Ensure compliance with the overall financial plan for the school and with the Academy Trust Handbook 2021; drawing any matters of concern to the attention of the Academy's Trust Board.
- Monitor and review expenditure on a regular basis by receiving and reviewing management accounts each month and explanatory notes including cashflow, balance sheet and key performance indicators (paying particular attention to pupil numbers).
- 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 approval of all bank account changes, and where appropriate make recommendations for improvement.
- Oversee procurement procedures thus ensuring value for money in accordance with the Trust Financial Scheme of Delegation.
- Ensure all financial reports and submissions required by the ESFA and Department for Education are completed to deadlines, including preparation of the financial statement to form part of the annual report of the Board of Trustees and for filing in accordance with requirements of the Companies Act, Charity Commission and Funding Agreement (including the Academy Trust Handbook 2021).

Capital Projects (CIF)

- Prepare capital bids for major projects to the Department for Education Condition Improvement Fund or other funding sources.
- Oversee the management of all capital projects to ensure that cost, time and quality expectations are met.
- Decide on the allocation and use of devolved formula capital funding.

Health & Safety

- Receive annually a Health and Safety audit report and reports from termly meetings held with the Trustee responsible for Health & Safety and the Chief Financial Officer, reporting and advising termly or more frequently as necessary.
- Monitor compliance with the Schools' Health & Safety policy and statutory obligations under the Health and Safety at Work Act 1974.

Asset Management

- Receive reports from the Chief Financial Officer on the management of assets including premises and their security.
- Confirm that an asset recording system is in place, including an inventory and fixed asset register.

Property Management

- Determine the use of the school premises and grounds outside school sessions with regard to the school charging policy.

- Ensure that the school premises are inspected on an annual basis and that a planned and costed statement of priorities is prepared and reviewed.
- Ensure the responsibilities of the Academy's Board of Trustees under Asbestos and Environmental legislation are met.
- Advise the Academy's Board of Trustees on environmental issues to ensure the school is acting as a responsible institution in its duty to conserve energy and materials with regard to the local community.

General

- Review policies and procedures for dealing with:
 - Financial Management
 - Health and Safety (including Asbestos)
 - Critical Incidents, Business Continuity Plan
 - Charging
 - Data Protection
 - CCTV
 - Security
 - Whistleblowing (which must then be recommended to the Board of Trustees for review and approval)
 - Anti-Fraud and Anti-Corruption

The Building and Finance Committee will make recommendations to the Academy Trust Board for its approval.

- Review or investigate any other matters referred to the Buildings and Finance Committee by the Academy's Board of Trustees.
- Report regularly to the Board of Trustees on the financial position of the school including drawing any significant recommendations and matters of concern to the attention of the Trust Board.

3. Membership

The Building and Finance Committee will comprise of:

- Mr. Peter Ingham Trustee (Chair of the Committee)
- Mr. Rob Taylor Trustee
- Mrs. Lynne Cheetham Support Staff Representative
- Mr. Matthew Knowles Teaching Staff Representative

- Mrs. Julie Murphy Governance Professional to the Board of Trustees and Company Secretary

- Mrs. Stephanie Bateman Headteacher (Accounting Officer)
- Mrs. Jan Herbertson Business Manager (Chief Financial Officer)

Building and Finance Committee meetings will be chaired by **Mr. Peter Ingham**.

The Accounting Officer (Headteacher) and Chief Financial Officer should attend all meetings to provide advice and professional support.

The Quorum is:

- **Three** (Chairperson and two additional Trustees)

The Building and Finance Committee may ask any other officials of the Academy Trust Board or Senior Leadership Team members to attend meetings to assist it with its discussions on a particular matter.

4. Reporting

Formal minutes will be recorded of each meeting of the Building and Finance Committee. The Chairperson of the Building and Finance Committee will report to the Academy Board of Trustees each term on discussions, recommendations and conclusions.

5. Objectives

The Building and Finance Committee will:

- Advise the Board of Trustees on:
 - Funding
 - Budgeting
 - Expenditure and Financial Procedures
 - Capital Projects (CIF)
 - Health & Safety
 - Asset Management
 - Property Management

Reference **Item 2 (Authority)** for in depth details.

6. Meetings

The Building and Finance Committee will meet at least **six** times a year.

The Chairperson of the Building and Finance Committee will convene additional meetings as deemed necessary.

Similarly, the Board of Trustees or Accounting Officer may ask the Building and Finance Committee to convene further meetings to discuss particular issues on which they want the Committee's advice/approval.

For each meeting the members of the Building and Finance Committee will be provided (seven working days in advance) with:

- An invitation to the meeting, an agenda and all relevant papers relating to the agenda items.

The Governance Professional/Company Secretary to the Board of Trustees will record all of the proceedings at the meeting and the minutes will be circulated to all Building and Finance Committee members via the Governance Professional/Company Secretary.