



Terms of Reference

Audit and Risk, Premises & Personnel Committee

To be reviewed: October 2021

Next review: October 2022

Membership: (To be established by the full Trustees body)

- (a) At least 3 Trustees and the head teacher. Where the head teacher is not a Trustee, they may attend all meetings.
- (b) The committee may make recommendations to the full trustee's body about co-opting additional, non-voting members.
- (c) Voting rights may be conferred on non-Trustee members by the full trustees body

Quorum: 4 Trustees (including the Head Teacher)

Chair: Appointed by full board of Trustees/Elected by committee (optional)

Meetings: As required to effectively carry out duties and receive and consider information on financial performance at least four times a year, and take appropriate action to ensure on going viability.
To be arranged by full board of Trustees/to be arranged by committee members through Chair of the committee (optional).
All meetings to be minuted for reporting back to the full board of trustees.

Brief (Powers delegated by the full board of trustees):

To provide guidance to the board of trustees and head on all matters relating to finance and audit as outlined in the Academies Financial Regulations & Standing Orders.

The audit and resources committee has delegated powers to authorise decisions necessary on grounds of urgency.

The Urbis Academy Trust has ratified the Academy Trust Handbook on 6 October 2021 and will adhere and be aware of Cybercrimes, Borrowing, Gifts, Write offs and Entering into Liabilities, Special Payments, Compensation Payments, Ex Gratia Payments and Acquisition and Disposal of Fixed Assets Policies as laid down by the ESFA.

The academy will implement all the changes in the Academy Handbook 2021

- Transparency to third parties (ESFA) and provide requested information
- To ensure appropriate controls are in place to ensure that the Trust understands cybercrime
- Report any severance payments above £100'000.
- To review the Scheme of Delegation annually

Related party transactions- seeking approval from the ESFA for all expenditure exceeding £20,000.

Controlling Executive Pay – reporting any salaries over £150,000, or more than 1 salary of over £100,000. Including in the accounts return any post holders with an equivalent pay of over £100,000. Scrutinising all associated benefits and costs of the Executive head.
Scrutinising the budget – Preparing monthly management reports, sharing these reports six times per year and sharing monthly financial reports with the Chair of the Trust.

- Acting on audit findings – Ensuring all findings of audit reports are shared with Trustees.
- Follow new guidelines on Good Estate Management for schools.
- Report and publish details of Gender pay gaps
- Reporting and scrutinising the Trusts Risk Register
- Ensure all staff understand the Whistleblowing Policy and who to report to.

These will include:

- To be aware of and to ensure compliance with the Academy Trust Handbook
- Oversight of the day-to-day operation of the Academy Finances, with due regard for the requirements of the Academy Trust Handbook and the Academy Funding agreement
- Receiving regular financial reports from the head teacher.
- Preparing financial reports for presentation to the full trustee body and outside organisations eg. ESFA, LBWF, OFSTED, etc.
- Drawing up the annual budget in light of delivering the National and wider curriculum and other school needs for submission to the full trustees body for approval.
- To prepare and review the detail financial policy statements, including consideration of long-term planning and resourcing.
- To monitor income and expenditure of all funds and to report the financial situation to the full Trustees Body each term.
- Working with the head teacher and reporting to the full trustees board on the outturn figures provided by the ESFA.
- Managing and monitoring the agreed budget in accordance with the school's financial regulations.
- Working with other committees to implement the financial aspects of the school's plans and policies
- Ensuring that good practice, as laid down in the Academy Trust Regulations & Standing Orders, is followed in the management and administration of school's finances.
- Scrutinising the Trust's accounts.
- Maintain a charging policy for the school.
- To monitor the impact of spending decisions upon education achievement in the Academy.
- To monitor the impact of spending decision upon educational achievement in the Academy.
- Ensure the school offers value for money by using the three E's – Economy, Efficiency and Effectiveness and how this is evidenced.
- To report its deliberations to the full Trustees Body at each of its meetings.
- To review regularly the detail of the agreed financial Policy and Procedures.
- To monitor the work of appointed contractors, in the preparation and implementation of contracts and to monitor and review arrangements for cleaning, grounds maintenance and school meals in line with the financial procedures agreed by the trustees body.
- To agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the Head Teacher for taking appropriate action on behalf of the Trustees Body in the event of any emergency.
- The tendering process must support value for money considerations, that is, of quality or fitness for and delivery against price, in all purchases of works, equipment, goods and services.

Except where is a good reason to the contrary, contracts should normally be placed on a competitive basis, the lowest tender of three to be accepted; where a different decision is taken the reasons for it should be documented on a Purchase Order Waiver form, with the reasons for the decision. Contracts should also be reviewed and renegotiated at regular intervals as appropriate. All contracts must adhere to the Tendering and Procurement Policy.

- Between meetings of the Finance Committee amounts of up to £5,000 can be authorised at the Head Teacher's discretion. Such transactions to be reported to Finance Committee at the next scheduled meeting.
- Advise the Trustees Body and Accounting Officer on the adequacy and effectiveness of the Academy Trust's governance, risk management, internal control and VfM systems and frameworks. An annual report will be produced by the Audit/Risk Committee in this regard.
- Risk Register and Risk Strategy to be presented to the Finance committee on an annual basis.
- The audit committee must review the risks to the internal financial control at the trust and agree a programme of works to address, and provide assurance on, those risks.
- The arrangements, which involve a supplementary programme of internal audit work performed by the external auditors, should be finalised and proposal approved by the relevant committee.
- To report and seek approval from the ESFA for all good and services exceeding £20,000
- Trustee's to report any fraud, irregularity or theft exceeding £5,000.
 - The board is required to appoint an accounting officer and a chief financial officer(CFO)
 - The trustees must appoint a clerk
 - The CFO must complete the school resource management self-assessment tool
 - The school must adhere to the new guidance on internal scrutiny(risks)
 - Review the Scheme of Delegation annually
 - Review the Internal/external auditor's plan each year
 - Review the annual report and accounts

Terms of Reference

Premises Committee

To be reviewed October 2022

Quorum: 3 Trustees

Brief (Powers delegated by the trustee's body):

- To provide support and guidance for the head on all matters relating to the school premises and grounds, security and health and safety.
- To approve the Estates Strategy and Premises Plan
- To understand and complete the self-assessment tool for Good Estate Management in Schools
- To inspect the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the trustee's body.
- To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To oversee the preparation and implementation of contracts.
- To ensure that the school complies with health and safety regulations.
- To prepare a lettings and charges policy for the approval of the trustees body.
- To ensure any necessary liaison with the Local Authority's Capital & Development Service.
- To ensure that staff are advised of grievance procedures.
- To advise on/implement disciplinary procedures as required.
- To make recommendations to the audit and risk Committee about salaries, pay policy, awards and other personnel related costs, especially in relation to the annual budget.
- To undertake the initial negotiations with professional associations and unions redundancies and major restructuring.

If any agreement is made to allow non-school groups or organisations to use the premises, appropriate checks will be made before agreeing the contract. Usage will be monitored and in the event of any behaviour not in-keeping with the Tackling Extremism and Radicalisation Policy, the school will contact the police and terminate the contract.

Pay Committee

Additionally, trustees bodies may wish to set up a Pay Committee to deal with the salaries-related issues mentioned above, including:

- Monitoring and reviewing the Whole School Pay Policy.
- Reviewing staff salaries (including head teacher, deputy head and teachers' salaries).
- Making recommendation to the Finance Committee about personnel salaries costs.

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Personnel Committee

To be reviewed October 2022

Brief (Powers delegated by the full trustee's body):

- To be guided by the LA's manual on Personnel Policies and Procedures and to take advice, as necessary, from the School's HR providers.
- To ensure that equal opportunities issues are given full consideration in all staffing matters.
- To advise the trustees body and head on all matters related to personnel issues including:
- drafting, revising and advising on the Whole School Pay Policy
- delegation of powers to head for personnel matters
- advertising vacancies as they occur
- selection of staff appointment panel (the Personnel Committee may form the panel)
- job descriptions for school staff
- contracts/letters of appointment for staff
- staff salaries
- to monitor and review staffing levels to ensure the successful delivery of the National wider curriculum, especially as related to the Development Plan
- to implement the School's Pay Policy
- To approve and scrutinise restructuring document

Signature:..... Chair of Trustees

Date: