



**Finance & Resources Committee of the Governing Body of  
Clyst Vale Community College  
Terms of Reference 2021-2022**

**Quorum:**

The Quorum is three Governors.

**Clerk to Committee:** Catherine Prunty

**Meeting Dates for 2021-2022**

Monday 20<sup>th</sup> September 2021

Monday 6<sup>th</sup> December 2021

Thursday 24<sup>th</sup> March 2022

Thursday 5<sup>th</sup> May 2022

Monday 13<sup>th</sup> June 2022

**Committee Members 2021-2022;**

Simon Sanger-Anderson – Chair of Committee

Ben Brooks

Michael Davies

Dorf Ruscoe

Crawford Winlove

Paul Colin – Designated Health & Safety Governor

Signed (Committee Chair)

Print: SIMON SANGER-ANDERSON

Date: 13<sup>th</sup> September 2021

Agreed at meeting of full Governing Body:

Signed (**Chair of Governors**):

Print: SIMON SANGER-ANDERSON

Date: 13<sup>th</sup> September 2021

## Withdrawal

Any person employed to work at the College, other than the Principal and College Manager, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the College. The Principal/College Manager must withdraw if his or her pay or performance is being discussed.

## Matters of Urgency

These may be dealt with by the Chair of Governors or the Chair of the Committee and Principal and reported to the next meeting of Committee or Full Governing Body.

### The purpose of the committee:

To assist the decision making of the Governing Body, by enabling more detailed consideration to be given to its responsibility for the sound strategic management of the Academy's finances and resources, including proper planning, monitoring and probity.

The committee will operate in accordance with the provisions of the Academies Financial Handbook, to maintain effective arrangements for the efficient deployment of school resources

### Decision or Recommendation

**D**= decision to be taken by the committee and reported to the full GB in the minutes

**R**= the committee to bring recommendation to a meeting of the full GB for a decision

<b>Finance</b>	
Receive and make recommendations on the Academy's 3 year strategic financial plan, and assess its implications for the Academy, in consultation with the Principal. Draw any matters of significance or concern to the attention of the Governing Body.	<b>R</b>
Consider and recommend acceptance / non-acceptance of the Academy's budget, before the start of the financial year.	<b>R</b>
Contribute to the formulation of the Academy's developmental plan, through the consideration of financial priorities and proposals, in consultation with the Principal, with the stated and agreed aims and objectives of the Academy.	<b>R</b>
Consider the Finance Policy and scheme of delegation and recommend to the Governing Body	<b>R</b>
Liaise with and receive reports from the Pay and Learning & Teaching committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.	<b>D</b>
Monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, and with the Academy financial handbook, drawing any matters of concern to the attention of the Governing Body.	<b>D</b>
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.	<b>D</b>
Consider the annual report and financial statements and recommend to the Governing Body	<b>R</b>
Ensure that an approved Risk Register is in place.	<b>R</b>

<b>Premises</b>	
Assist the Principal and discharge the responsibilities of the Governing Body on matters relating to the college premises and grounds, security and environment	<b>D</b>
Agree priorities for strategic maintenance and capital investment improvements (with reference to the Asset Management Plan)	<b>D</b>
Agree a Lettings Policy	<b>D</b>
Review the Accessibility Plan	<b>D</b>

<b>Health and Safety</b>	
Assist the Principal and discharge the responsibilities of the Governing Body on matters relating to Health and Safety within the College	<b>R</b>
Review the Health and Safety Policy for the College	<b>D</b>
Ensure that the necessary college management organisation is in place to implement the College's Health and Safety Policy	<b>D</b>
Ensure that the College complies with health and safety regulations, by taking advice and monitoring the effectiveness of these arrangements.	<b>D</b>

<b>Personnel</b>	
Agree a Pay Policy for all members of staff	<b>D</b>
Approve procedures and policies for dealing with personnel matters. To ensure that staff are consulted on changes to policies whenever necessary.	<b>D</b>
Agree the College's staffing structure and any proposed variances to it.	<b>D</b>
Ensure work / life balance issues for all staff are given proper considerations when making decisions and that the working conditions and wellbeing of the staff are kept under review.	<b>D</b>

<b>Audit</b>	
Review the adequacy and effectiveness of the Boards internal control systems established to ensure that the aims and objectives of the organisation are achieved in the most economic, efficient and effective manner	<b>R</b>
Agree the scope of the internal audit programme. To consider the findings of internal audit reports and the arrangements for their implementation.  Advise the Board on the findings of the adequacy and effectiveness of the internal control systems. Ensure that recommendations approved by the Board are implemented in a reasonable timeframe	<b>R</b>
Advise the Board on the appointment, reappointment, dismissal and remuneration of the external regulatory auditor	<b>R</b>
If deemed necessary by the Board discuss with the external regulatory auditor the nature and scope of each forthcoming audit, ensure appropriate cooperation and coordination of everyone concerned to enable it to be conducted in a timely and efficient manner  Review the internal and external financial statements and reports to assist the Board to carry out its regulatory obligations	<b>D</b>
Receive reports from the external auditor and consider any issues raised, discuss with them as appropriate and report to the Board as deemed necessary	<b>R</b>
Consider and advise the Board as necessary on the annual and long-term audit programme	<b>R</b>
Consider any other matters where requested to do so by the Board; and report at least once a year to the Board on the discharge of the above duties	<b>R</b>
Review and consider the Risk Register annually	<b>R</b>
Review the Anti-Fraud checklist Consider identified cases of theft or fraud and review school processes to minimise the risk of re-occurrence	<b>D</b>