



# NEWBURY ACADEMY TRUST

## Finance, Staffing and Premises Committee Terms of Reference

Heading	Interpretation
Name	Newbury Academy Trust Finance, Staffing and Premises Committee <i>(Abbreviated to NAT FSP).</i>
Membership	<p>This Committee has been established by the FGB, taking account of the interests and expertise of its members, to ensure it has competence to conduct its business. The FGB will keep a watching brief on its composition and respond by instigating change to cater for the effect of changes in FGB membership.</p> <p>The majority of members shall be Trustees, and no vote may be taken on any matter unless the majority of members of the committee present are Trustees.</p> <p>Membership will include:</p> <ul style="list-style-type: none"> <li>• A Trinity LGB Governor.</li> <li>• A Primary LGB Governor.</li> <li>• Up to five Trustees, including the Executive Headteacher/CEO.</li> </ul> <p>Membership may be varied by the Board of Trustees from time to time.</p> <p>The Associate Headteachers will attend the FSP Committee meetings but do not have voting rights, or count towards the quorum.</p> <p>The Executive Headteacher/CEO and Chair will consider which members of staff are required to attend meetings of the Committee so that the Committee has access to information and advice.</p> <p>Current membership information is available from the Clerk.</p>
Reporting	The FSP Committee is a committee of the NAT FGB. The Chair/Headteacher approved minutes of each meeting will be circulated with the agenda for

	the next ordinary meeting of the FGB and will be presented at that meeting by the Chair, or in his/her absence, another member of the committee.
Disqualification	All Governors are expected to sign that they are not disqualified from holding office for any of the reasons set out at Page 49. All Governors will be subject to a Disclosure and Barring Service (DBS) criminal records check prior to appointment.
Terms of reference (Role and responsibilities)	<p>The main function of the FSP Committee is to:</p> <ul style="list-style-type: none"> <li>• Act on matters delegated to it by the Board of Trustees.</li> <li>• Liaise and consult with other committees where necessary.</li> <li>• Contribute to the NAT Improvement Plan.</li> <li>• To consider safeguarding and equalities implications when undertaking all committee functions.</li> </ul> <p>More specifically the responsibilities are:</p> <p><b>Financial policy and planning</b></p> <ul style="list-style-type: none"> <li>• To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Executive Headteacher/CEO, Associate Headteachers and other nominated staff.</li> <li>• To review, adopt and monitor all additional financial policies, including a charging and remissions policy.</li> <li>• To establish and maintain a three year financial plan, taking into the account priorities of the NAT and individual school Improvement Plans, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.</li> <li>• To draft and propose to the FGB for adoption annual school budgets taking into account the priorities of the NAT and individual school Improvement Plans</li> <li>• To make decisions in respect of service level agreements.</li> <li>• To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Executive Headteacher.</li> </ul> <p><b>Financial monitoring</b></p> <ul style="list-style-type: none"> <li>• To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.</li> <li>• To receive at least termly budget monitoring reports from the Executive Headteacher/CEO and Finance Manager</li> <li>• To report back to each meeting of the FGB and to alert them of potential problems or significant anomalies at an early date.</li> <li>• To meet with other committees and provide them with the information they need to perform their Duties (where applicable).</li> <li>• 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 NAT and individual schools.</li> </ul>

	<ul style="list-style-type: none"> <li>• To recommend the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.</li> <li>• To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.</li> <li>• To recommend to the full governing body the appointment or reappointment of the auditors.</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>• To provide support and guidance for the full governing body and the Executive Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.</li> <li>• To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.</li> <li>• To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the full governing body.</li> <li>• To arrange professional surveys and emergency work as necessary.</li> <li>• The Executive Headteacher/CEO 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 Executive Headteacher/CEO would normally be expected to consult the committee chair at the earliest opportunity.</li> <li>• To review an Accessibility Plan.</li> <li>• To review, adopt and monitor a Health and Safety policy.</li> <li>• To ensure that the full 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.</li> </ul> <p><b>Staffing</b></p> <ul style="list-style-type: none"> <li>• To ensure that each school is staffed sufficiently for the fulfilment of the NAT and individual school Improvement Plans and the effective operation of each school.</li> <li>• To recommend the Trust's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Executive Headteacher.</li> <li>• To recommend a Pay Policy for all categories of staff.</li> <li>• To be responsible for the administration and review of the Pay Policy.</li> <li>• To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.</li> <li>• To annually review procedures for dealing with staff discipline and grievances and make recommendations to the FGB for approval.</li> <li>• To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.</li> <li>• To recommend to the FGB staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.</li> <li>• In consultation with staff, to oversee any process leading to staff reductions.</li> </ul>
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	<ul style="list-style-type: none"> <li>To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.</li> </ul>
Meetings	<p>The FSP Committee will meet at least four times in each year, in advance of each meeting of the FGB.</p> <p>The Chair of the FSP Committee may call additional meetings if necessary or where requested by three members of the FSP Committee.</p>
Chair	<p>The Chair is appointed by the Board of Trustees annually.</p> <p>If the Chair is absent from a meeting, the FSP Committee will choose an acting Chair for that meeting from among their number. The Chair may not be the Executive Headteacher/CEO.</p>
Terms of office for each category of governor	<p>The term of office of all governors is four years. Staff governors are expected to vacate office if they are no longer employed at the school.</p> <p>Any governor may be re-appointed or re-elected subject to them remaining eligible to being a category of governor.</p>
Agenda Planning/Chairs Briefings	<p>The meeting agenda will broadly follow the Monitoring and Evaluation Timetable. A draft agenda will be circulated by the Clerk to the Committee Chair and Executive Headteacher 14 days in advance of the meeting. The Chair will consult with the Trust's Finance Manager and Business Manager as appropriate.</p>
Attendance	<p>The Clerk will keep a record of attendance. Non- attendance within a six-month period may lead to disqualification.</p> <p>Where a governor sends an apology for absence with reason, the Committee will decide whether to consent to the absence. If apologies are not submitted they will deem to have not been accepted.</p> <p>The FSP Committee can allow other persons to attend their meetings. Where this occurs the minutes of the meeting should clearly state this decision.</p>
Notice of meetings	<p>Written notice of meetings, together with the agenda, will be sent by the Clerk so as to arrive seven days before the meeting to the Governors specified email address. Papers that inform agenda items will be sent with the agenda.</p> <p>Non-receipt of notice of a meeting will not invalidate the meeting. Any requests by governors to place an item on the agenda should be directed to the Chair.</p>

Any Other Business Items	The agenda will include 'Declarations of Any Other Business'. Any governor wishing to raise an urgent item must give notice at this time. The FSP Committee will decide whether it is appropriate to discuss this or defer it to a subsequent meeting.
Quorum	The quorum is three voting members. However, no vote on any matter shall be taken unless the majority of members of the FSP committee present are Trustees.  If the FSP committee meeting is, or becomes, inquorate the members present may meet as a working party of the FGB if they wish only to discuss matters and to present/highlight matters to the FGB for their decision, without recommendation.
Voting	Only governors present at the meeting may vote, proxy voting is not permitted. No vote on any matter shall be taken unless the majority of members of the committee present are Trustees.  Every question shall be decided by the majority of votes of the eligible members present.
Written Resolution	A decision in writing, signed by all the governors entitled to receive notice of a meeting of the FSP Committee shall be valid and effective as if it had been passed at a meeting of the FSP Committee. This may take the form of one document signed by all the governors, or separate documents signed individually.
Code of Conduct	All governors will agree to work to, and sign annually the Code of Conduct for Newbury Academy Trust Governors.
Pecuniary and Personal Information	All governors will sign the NAT Register of Business Interests annually and declare interests at meetings whether an interest has been previously registered or not.  A governor must absent himself from any discussions of the FSP Committee in which it is possible that a conflict will arise between his duty to act solely in the interests of the NAT and any duty or personal interest.
Clerking	The Clerk of the FSP Committee is the NAT Clerk.  Should the Clerk not attend the meeting, then the committee shall choose a clerk for that meeting. The Executive Headteacher/CEO cannot act as clerk for that meeting.
Public Statements	Public statements on behalf of the governing body will only be made by the FGB Chair.
Delegation to individuals	No action may be taken by an individual governor, with the exception of urgent situations mentioned below, unless authority to do so has been delegated formally by resolution of the FSP Committee.

Procedural Matters	The Clerk should ensure that the meeting rules are applied.
Minutes	Minutes of the meetings of the committee should be signed by the Chair at the next meeting to verify that they are a true record.  Approved draft minutes, and subsequently the signed minutes, agenda and any reports considered at the meeting shall be made available to persons wishing to inspect them.
Confidentiality	Those matters that the FSP Committee determines shall remain confidential will be minuted separately and such minutes/reports will not be made publicly available.
Training	The FSP Committee will regularly review the competence and experience of its members and instigate any training and development that is considered beneficial for its members.
Review Dates	The terms of reference will be reviewed annually by the FGB.

<b>Authorised by</b>	The Board of Trustees
<b>Date</b>	11 <sup>th</sup> July 2018
<b>Effective Date of the Document</b>	11 <sup>th</sup> July 2018
<b>Effective Date for Review</b>	July 2019