



## John Kyrle High School

### John Kyrle High School and Sixth Form Centre.

#### Terms of Reference for Trustees' Finance, Audit and Premises Committee

**Joint Chairs of Committee:** Rick Stevenson / Andrew Bailey

**Clerk to the Committee:** Andrew Bailey

#### **Membership**

All Trustees: a quorum to consist of no fewer than three trustees including the Chair or Vice Chair of the Committee and relevant members of school leadership team, specifically the Director of Finance/Business Manager. The Headteacher is an *ex officio* member.

#### **Meetings**

One per term, at a minimum

#### **Terms of Reference:**

##### **Finance/Premises**

1. To oversee the school annual budget setting and to monitor the budget throughout the year in line with the Academy Funding Agreement
2. To propose the annual budget to the Board of Trustees and regularly report to the Board of Trustees on all financial matters.
3. To ensure that accurate accounts are kept of all school finances.
4. To ensure that school financial control systems are robust and that school finances comply with statutory requirements and Best Value principles
5. To ensure that the school has robust systems for the acquisition and management of property and other assets, and that the asset management plan is regularly updated. To monitor the progress of strategic capital developments.
6. To approve improvement plans and actions relating to the finance and premises area.
7. To have a strategic view regarding forward planning of school finances through longer term financial plans and projections, including capital funding both for maintenance of existing facilities and for school improvement projects.
8. To review and monitor all policies under the scope of the Finance and Premises Committee.

9. To monitor and review the progress made in attaining the outcomes, provisions, leadership and management set out in the OFSTED framework and the School Development Plan.

10. The Chair of the Committee to meet the Chair of Trustees and other Committee Chairs at the beginning of each term to plan the work of the Committee.

**Audit:**

1. review the internal and external financial statements and reports to ensure that they reflect best practice;
2. discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff;
3. consider all relevant reports by the internal auditor or the appointed external auditor, including reports on the schools accounts, achievement of value for money and the response to any management letters;
4. review the effectiveness of the school's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner;
5. ensure that the school's internal audit service meets, or exceeds, the standards specified in the Academies Financial Handbook, complies in all other respects with these guidelines and meets agreed levels of service;
6. consider and advise the board of trustees annual and long-term audit programme;
7. consider internal audit reports, including value-for-money reports and the arrangements for their implementation;
8. review the operation of the Trusts code of practice for board members and code of conduct for staff;
9. 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 (AGM).

<b>Trustees:</b>	<b>Rick Stevens/Andrew Bailey</b>
<b>Headteacher:</b>	<b>Mr N Griffiths</b>
<b>Leadership Group:</b>	<b>Mr J Docherty</b>
<b>Date:</b>	<b>February 2017</b>