



BRAMPTON MANOR TRUST



FPS & Audit Committee: Terms of Reference (Sept 2015)

Membership

- Between 3 and 5 members of the Board of Directors with full voting rights.
- The committee may allow additional non-voting members to attend meetings as appropriate.

Chair

- It is recommended that the committee should elect its own chair.

Quorum

- The quorum for a meeting of the committee shall not be less than three of the members with full voting rights.

Clerk

- The Board of Directors must nominate a clerk to the committee
- A member of the committee other than the Executive Principal may act as the clerk.

Purpose

The overall purpose of the committee is to:

- monitor the Trust's policies relating to resource issues- finance, personnel and premises
- report to the full Board of Directors on the effectiveness of these policies and to recommend changes as appropriate.
- ensure sound management of the Trust's finances and resources, including proper planning, monitoring and probity.
- ensure that a financial regulations manual is fully in place and monitor its implementation.
- act as a personnel and pay committee by making decisions on behalf of the Board relating to individual members of staff, as set out in the Trust's personnel policies and procedures.

Terms of Reference

Subject to the requirements of the Academies Act 2010; Companies Act 1985 and the DfE Funding Agreement, the committee is authorised:

Finance

1. To consider each academy's indicative funding, notified annually by the EFA, and to assess its implications for the academy, in consultation with the Executive Principal, Principal and Executive Director of Finance and Operations, in advance of the financial year, drawing any matters of significance or concern to the attention of the Board.
2. To consider and recommend acceptance/non-acceptance of the Trust's budget, at the start of each financial year.
3. To contribute to the formulation of the Trust's development plan, through the consideration of financial priorities and proposals, in consultation with the Executive Principal and Principal, with the stated and agreed aims and objectives of each academy.
4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
5. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Trust, and with the financial regulations of the EFA, drawing any matters of concern to the attention of the Board.

6. To 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.
7. To prepare the financial statement to form part of the annual report of the Board and for filing in accordance with Companies Act and Charity Commission requirements.
8. To recommend to the Board of Directors the level of financial delegation afforded to the FPS committee and Executive Principal/Principal in respect of expenditure orders and virements between budget heads.
9. To monitor the condition and state of repair of the Academy Trust buildings.
10. To draw up and implement a repairs and maintenance programme within the budget set by the Board and in accordance with the priorities of the Academy's development plan.
11. To make recommendations to the Board on the requirements for the annual repairs and maintenance programme.
12. To monitor the repairs and maintenance budget.
13. To consider options for building improvements and/or new developments within the needs and priorities identified in the Asset Management Plan and for which funding may be sought from the EFA or private Academy funds.
14. To make recommendations to the Board for spending the Academy's annual devolved capital funding.
15. Through the Executive Principal/Principal, to take any action required to carry out repairs in an emergency.
16. To prepare a lettings and charges policy for the approval of the board and to monitor and evaluate the implementation of that policy including any proposals or requirements for insurance cover.
17. To ensure the discharge of Directors' responsibilities regarding litter under the Environmental Protection Act 1990.
18. To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.
19. To undertake an annual review of the staffing establishment of each Academy and to recommend to the board an establishment for the following year so that proposals can be incorporated in the Trust's budget plan. Where it is proposed that there will be a reduction or restructuring of the staffing establishment, to ensure that the appropriate staff consultation process is followed.
20. To recommend to the board and keep under review procedures for the appointment of staff which are compatible with the funding agreement and DfE guidance and to maintain a list of directors/governors available to sit on interviewing panels when required.
21. To receive reports from the Executive Principal/Principal on the management of the Trust's staffing establishment and on general personnel issues.
22. To consider and make recommendations on the introduction of or amendments to personnel policies and procedures.
23. To continually keep under review leadership development within the management structure of each Academy to ensure that the appropriate opportunities for CPD are available and encouraged.
24. To prepare and submit to the board recommendations for the adoption of a:
 - a. Staff Appraisal Policy and
 - b. Pay Policy for the Academy Trust.

25. To operate in accordance with statutory performance management framework and the Academy's adopted policy as follows:
- a. To agree the Executive Principal's performance objectives and monitoring progress towards them over the year
 - b. Review the Executive Principal's progress against objectives on an annual basis
 - c. To take advice from an external adviser when agreeing objectives and reviewing the Executive Principal's performance
 - d. To determine whether the outcome of the Executive Principal's performance review meets the criteria for pay progression as covered under the Academy's Appraisal policy
26. To hear any appeal by staff employed at the Academy against a refusal to grant them pay progression in accordance with the staff appraisal and pay policy.
27. To determine annually, as may be required by the EFA and within the scope of the adopted staff appraisal and pay policies and the salaries budget adopted by the board, the salaries of the teaching staff employed at the Academy.
28. To determine annually, in accordance with the adopted pay policy, any appropriate regulations and agreements and any other advice issued by the DfE and within the salaries budget adopted by the governing body, the salaries and gradings of support staff.
29. To deal with any other matters relating to salaries and staff appraisals that may be referred by the Board.
30. To consider staff grievances where there is a referral to the committee under the grievance procedure adopted by the board. The committee will consider the grievance and seek to resolve the matter following a process and hearing conducted in accordance with the adopted procedure.
31. To consider staff complaints of harassment where there is a referral to the committee under the procedure adopted by the board. The committee will consider the complaint and seek to resolve the matter following a process and hearing conducted in accordance with the adopted policy.

Audit

1. To receive auditors' reports and to recommend to the Board action as appropriate in response to audit findings.
2. To recommend to the Board the appointment or reappointment of the external auditors for the Academy Trust.
3. To recommend to the Board the appointment or reappointment of the Internal Auditor for the Academy Trust.
4. To undertake an annual safety and security audit of the premises and report on same to the governing body; and to ensure that the Academy Trust complies with health and safety regulations.

Review Date: September 2016