



## **The Pope Francis Catholic Multi-Academy Company Finance and Resource Committee (LGB) – Terms of Reference Effective from 01/09/2024**

### **Purpose**

To monitor the work of the school in terms of its financial control, estates management, health and safety and HR and governance. To make appropriate reports and recommendations on such matters, to the LGB on a regular basis and refer major issues to the LGB for ratification.

### **Membership**

Three to five governors as chosen by the LGB, in addition to the Headteacher.  
The School Business Manager (SBM) will be in attendance.

### **Quorum**

Two members, excluding the Headteacher.

### **Chair**

The chair of the committee will be elected from amongst the members of the Committee, annually at the first committee meeting of the year.

### **Meetings**

At least three times a year.

### **Powers of the committee**

The committee shall have the power to require explanations, documents or analysis from any member or employee of the school and to make recommendations to the LGB.

### **Recording and reporting of meeting**

A clerk is appointed to the committee, who will produce minutes of all meetings to be circulated following the committee meeting. Alternatively a member of the committee will undertake this function.

### **Review of terms of reference and membership**

The terms of reference will be reviewed annually by the MAC Board. Membership of the Committee is reviewed annually by the LGB.

### **Responsibilities**

#### **Finance policy and planning**

1. To be bound by the Academy Trust Handbook, the PFMAC's Scheme of Delegation and Financial Scheme of Delegation.
2. To monitor the school's compliance with PFMAC financial policies.
3. To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection, information available from central government and the PFMAC, within the constraints of available information.

4. To draft and propose to the LGB an annual school budget taking into account the priorities of the School Improvement Plan, for approval by the PFMAC Board.
5. To make decisions in respect of service level agreements.
6. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

### **Financial Reporting**

7. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium funding, PE/Sport funding, catch up funding and SEND funding
8. To receive at least monthly budget monitoring reports from the headteacher/SBM
9. To report back to each meeting of the LGB and to alert governors of potential problems or significant anomalies at an early date.
10. To meet with other committees and provide them with the information they need to perform their duties as required.
11. Subject to the Academy Trust Handbook and scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

### **Internal Control and Risk Management**

12. To implement the PFMAC's procedures for detecting fraud and whistle blowing and ensure that arrangements are in place by which staff may, in confidence, raise concerns about possible improprieties in matters of financial reporting, financial control or any other matters.
13. To monitor the integrity of the school's internal financial controls.
14. To assess the scope and effectiveness of the systems to identify, assess, manage and monitor financial and non-financial risks.

### **People and Governance**

15. To ensure that the school is staffed sufficiently for the fulfilment of the school's development/improvement plan and the effective operation of the school.
16. To oversee the operation of the Appraisal Policy.
17. To be responsible for the administration of the Pay Policy.
18. To ensure that staffing procedures (including recruitment procedures) comply with relevant legislation.
19. To oversee the operation of the staff discipline and grievance policy
20. To monitor approved PFMAC procedures for staff discipline and grievance and ensure that staff are kept informed of these.
21. To recommend to the LGB staff selection procedures as approved by the PFMAC, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
22. In consultation with staff, to oversee any process as approved by the PFMAC leading to staff reductions.
23. To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
24. To approve pay progressions for all teaching staff (excluding the headteacher) following the headteacher's recommendation, and cost of living increases for support staff.
25. To recommend to the PFMAC's People and Governance Committee the pay progression for the headteacher.

## **Estates and Health & Safety**

26. The committee oversee the implementation of the PFMAC's Health and Safety policy, and the action plan of the school and ensuring that the school takes all reasonable steps to comply with the Health and Safety at Work Act (1974) and related legislation.
27. The committee will oversee cleaning and upkeep of the school buildings and grounds.
28. The committee will oversee the implantation of the PFMAC's Lettings Policy and arrangements for the use of the school premises.
29. The committee will have oversight of relevant risks as identified in the school's Risk Register.