

**ST BARTHOLOMEW'S SCHOOL  
FINANCE & RISK COMMITTEE  
TERMS OF REFERENCE**

**AGREED BY THE FULL GOVERNING BODY  
SUMMER 2019**

**TO BE REVIEWED ANNUALLY AT THE SUMMER TERM MEETING**

**The Finance & Risk Committee is responsible for the financial strategy and financial accountability of the Trust and securing an effective approach to risk management.**

**The Objectives of the Finance & Risk Committee are:**

1. To ensure compliance with the Academies' Financial Handbook and other regulatory requirements;
2. To ensure that internal controls and systems are adequate and effective in order to manage financial risk;
3. To ensure the School develops and maintains short, medium and long-term financial plans with robust monitoring arrangements and remains solvent;
4. To ensure that the Annual Financial Statements can be recommended to the Members of the Academy Trust;
5. To ensure that the School has effective arrangements to prioritise capital investment needs and for project delivery;
6. To ensure that the School has effective arrangements for the identification and management of present and future risks to its effective and continued operations;
7. To fulfil the duties and responsibilities of the Audit Committee.

**Areas of Responsibility**

The Chair and the Committee hold the following delegated authorities from the Full Governing Body:

Financial Management

- Recommend the Financial Scheme of Delegation and Financial Regulations to the Full Governing Body;
- Approve other key financial policies;
- Support the People Committee in the appointment of the Headteacher (Accounting Officer) and Finance Manager (Chief Finance Officer);
- Review and approve any contracts, leases and financial transactions where required by the Finance Scheme of Delegations or the Academies Financial Handbook;
- To monitor income generation proposals.

Financial Planning, Monitoring and Reporting

- Approve short and long term financial plans after consultation with staff and other committees as necessary, to include:
  - Agreement to the annual budget;
  - Review of the reserves and their designated usage;
  - Approve any deficit recovery plans;
  - Agreement to the three-year budget forecasts;
  - Review the monitoring of budget performance.

- Review the Annual Financial Statements for recommendation to the Full Governing Body;
- Develop and agree the capital investment strategy.

#### Internal Control and Scrutiny

- Approve the financial assurance framework including the annual programme of work to ensure the adequacy and effectiveness of the system of internal control making appropriate recommendations to the Trust Board;
- Monitor and ensure the Trust's compliance in relation to relevant policies, rules and procedures as published from time to time by external bodies including the Education & Skills Funding Agency, Charity Commission and Companies House.

#### Audit Committee

- Fulfil the responsibilities of an Audit Committee, and in particular:
  - monitor the effectiveness of external auditors and financial assurance arrangements and advise the Members and the Trust Board on the appointment, reappointment, dismissal and remuneration of the external auditors and the contract for the financial assurance functions;
  - consider the financial assurance reports and auditor's report and, if appropriate, advise the Full Governing Body of material control issues;
  - consider all complaints and whistleblowing allegations about the financial management of the Trust and its schools.

#### Risk Management

- To ensure that the School has adequate arrangements for the identification of key financial and operational risks to its current and future effectiveness, and in particular:
  - To review the risk register and recommend to the Full Governing Body actions to address key risks;
  - Ensure adequacy of Information Governance and Data Protection arrangements, including monitoring the number and outcome of requests for information under these arrangements;
  - To monitor the number and type of complaints received and the stage reached;
  - Ensure the adequacy of Health & Safety arrangements;
  - Ratify hiring and charging policies following the approval of the Resources Committee;
  - Ratify insurance arrangements following the review of those arrangements by the Resources Committee

#### Membership

The following roles will comprise the membership of the Finance & Risk Committee:

- Finance Governor, who will usually be the Chair of the Committee;
- The Chairs of the Education, People and Resources committees;
- Any other Governor who has been appointed to the Committee based on their skills.

The following will attend meetings but will not be members of the Committee:

- Chair of Governors;
- Accounting Officer;

- Responsible Officer if one has been appointed.

The Chair and Vice-chair of the Committee shall not be employees of the School. The Chair will be elected from the membership of the Committee.

The work of the committee will be supported by:

- The Headteacher, who will also be the Accounting Officer;
- The Finance Manager.

General

- To approve, review and monitor the implementation of all requisite policies as defined in the Delegated Policy Framework and the Finance Scheme of Delegations.

Any other delegated authority and/or request to work on behalf of the Full Governing Body as may be minuted at their meetings.

Signed.....Date.....  
Chair of Governors