

Sandye Place Academy

Finance, Premises & HR Sub-Committee - Terms of Reference

Membership & General matters

- The Committee shall consist of at least three governors, the Principal and the Business Manager; meetings will be quorate if there are at least 3 governors. The Principal is a governor and can make up 1 of this 3.
- The Committee shall meet at least once a term and otherwise as required to monitor the Academy's budget
- Chair and Vice chair will be elected at the first committee meeting of each academic year.

Terms of Reference

- To monitor and review expenditure at each meeting to ensure compliance with the overall financial plan for the academy and with the financial regulations of the DfE, drawing any matters of concern to the governing body.
- To review at each meeting the Academy's risk register
- To consider and approve any write-offs reported by the Principal
- To consider the disposal of assets from the Academy
- To review the adequacy of the school's insurance arrangements on an annual basis and present a recommendation to the Governing Body for approval. Review the Academy Finance Manual on an annual basis.
- To receive auditors reports and recommend to the full governing body action as appropriate
- To assist the accountant in the preparation of the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with companies act and charity commission requirements
- To recommend to the governing body the appointment and reappointment of the auditors of the academy
- To provide support and guidance to the Academy Senior Management Team in matters relating to HSE and to ensure the Academy staff have received suitable and sufficient training in order to fulfil their HSE responsibilities. To advise the Full Governing Body on the effectiveness of HSE management and ensure the Academy complies with relevant HSE regulations at all times.
- To review all HSE-related reports (internal and external audits, site inspections and safety representative's reports) and review accident and incident investigation reports.
- To give full consideration of changes in the workplace affecting the health, safety and welfare of employees and pupils and/or those changes that impact upon environmental protection.
- To give full consideration of other HSE-related matters drawn to the attention of this sub-committee.
- To provide support on human resources issues to the Principal and SLT.
- To receive and review staffing reports at least once every term, paying particular regard to the continuous professional development (CPD) of all staff.
- To oversee redundancy procedures as per the Academy's Redundancy Policy and with support from external HR provider and in liaison with the Closure Sub-Committee.
- To consider such other employment and human resources issues as may arise from time to time which are not covered above.
- Support the annual reporting process based on information provided by the Principal and finance committee to fit with DfE standards.