

**TERMS OF REFERENCE**

**GOVERNORS FINANCE & AUDIT COMMITTEE**

**Amended for approval: November 2020**

**MEMBERSHIP**: Principal and four Governors.

**QUORUM**: Three

**MEETINGS:** Six per year, once per half term.

**REMIT**: The Finance and Audit Committee shall have delegated powers to act on behalf of the Board of Trustees in the matters detailed below. The action of the Committee shall be in line with the ESFA’s Financial Regulations and Academy’s Financial Handbook.

**The functions of the Finance Committee shall be:**

1. To receive the Academy’s management accounts and budget (current and forecasted) from the School’s Business Manager or the Accounting Officer.
2. To approve the Academy’s planned expenditure for the year, taking into account all income, essential expenditure, proposed staffing levels/class organisation, the risk register and priorities in the Academy’s Development Plan and Historic Factors.
3. To present the findings of scrutiny each term to the Board of Trustees for approval.
4. To monitor expenditure half termly and consider any necessary adjustments to the expenditure plan. To report to the Board of Trustees any action taken allowed under the Academy’s Financial Handbook.
5. To discuss the end of year position and audit report and consider its implications for the following financial year, prior to reporting back to the Board of Trustees.
6. To discuss Benchmarking Reports, making suggestions for any improvements required to the Academy’s Financial Handbook.
7. To annually review the Academy’s Financial Handbook.

**REPORTING ARRANGEMENTS:**

The committee shall report to the Board of Trustees at the next Board meeting or as required using the Whistleblowing Policy.