

**Emmanuel College (“College”)**  
**Finance and Audit, Premises, Human Resources and IT Committee**  
**Terms of Reference**

Following the adoption of the LGB handbook a Finance and Audit, Premises, Human Resources and IT Committee (“Committee”) will be established by the LGB for the educational improvement of the College. The Committee will ensure that best practice is effectively embedded.

The proposed **Terms of Reference** are as follows:

**Membership**

- Members of the Committee will hold office until such time as the Local Governing Body (“LGB”) is satisfied that the Committee is no longer required, although members may resign at any time.
- The LGB may appoint additional members to the Committee at any time, and may remove existing members.
- The Chair of the Committee will be Don Hutton. The other members will be Jonathan McAllister and Nicky Goon. The Committee may approach the Chair of the LGB to seek approval for the additional appointment of specialist expertise as appropriate. The Finance Director will be invited to all meetings.

**Reporting**

- The Committee will hold to account the Principal and the Senior Leadership Team.
- The Committee may make such arrangements as they see fit for the discharge of their functions by or through any other person(s). The Committee may delegate appropriate powers and authority to the Chair and/or Principal to facilitate decision-making.
- The Committee will report to the LGB, and forward its minutes/reports to the LGB. The Chair will liaise closely with the LGB Chair.
- The Committee will act as an advisory body to the LGB in accordance with the scheme of delegation.

**Meetings**

- No meeting shall be transacted unless a quorum is present. Two members shall constitute a quorum.
- Whilst it is for the Committee to determine the regularity of meetings, it is anticipated that the Committee will meet four times per academic year to monitor improvement, and to ensure that the pace is maintained. Meetings will take place at least two weeks before LGB meetings.
- Committee members will commit to attending all meetings, unless due to personal circumstances or work related matters, in which case the Chair will be notified in advance.
- Other attendees at the meeting will be determined by the key areas for improvement and context, and may include other members of the College’s senior team, ESF central support team, LA representation, external expertise, and key providers of support from other schools, as appropriate. This will ensure that all support is integrated and built around the needs of the College.
- Where confidential matters are being discussed it will be for the Committee to determine if non- members can be present.

- Committee members will adhere to the Code of Conduct for members of Public Bodies and comply (where applicable) with the latest version of the Academies Financial Handbook.
- Agendas will be agreed in advance by the Chair of the Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.
- Minutes of meetings will be taken and will be submitted in the next scheduled meeting of the Foundation approved in draft by the Chair of the Committee.
- The Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis.

## **Duties of the Committee**

### **Human Resources**

- Personnel updates, including progress of newly appointed staff and vacancies, and staff professional development, including results of staff survey, exit interviews and reasons for leaving
- Reviews HR reports
- Report on outcomes of performance management and agree process for any pay awards.
- Confirms staffing structure for new academic year

### **Finance and Audit**

- Review and monitor capital work undertaken and establish priorities for the year ahead
- Review staff/ pupil absence data from previous year agree KPIs and actions to be undertaken
- Receive termly audit reports
- Review of the capital development plan
- Review budget, balances and commitments
- Review single central record
- Scrutinising and recommending the budget for new financial year
- Scrutinising the financial statements for approval by the LGB
- Receives and reviews management accounts at each meeting

### **Premises**

- Receive Premises and Health and Safety Report
- Review school record of accidents

### **Information Technology**

- Receives and Reviews IT reports and capital expenditure
- Review Committee effectiveness
- Approve policies in accordance with review cycle to be forwarded to LGB

Adopted: March 2016