



Kirkbie Kendal School Academy Trust

KKS Governing Body - Terms of Reference

Sub-committee	Finance, Audit and Property Committee (2021-22)
Membership	Dr N Brown (NBn), Mr G Duckworth (Chair), Mr M Harris (Head Teacher), Mrs S Parnaby (Chair of Governors), Mrs D Thompson (Parent Governor)
Chair	Mr G Duckworth
Quorum	4
Committee responsibilities	<p>Advise on financial strategy and policy within the resources available.</p> <p>Advise on the application of funds made to the school in accordance with the Education Act 2002 and subsequent legislation.</p> <p>Receive and consider and recommend approval of the school's annual Income and Expenditure budget with related Cashflow projections.</p> <p>Recommend to other governor committees the financial limits for salaries and wages within the overall budget.</p> <p>Regularly review actual income and expenditure against agreed annual budgets.</p> <p>Consider and recommend acceptance of contracts in excess of £1,000.</p> <p>To monitor financial benchmarking</p> <p>Consider the auditors and other reports when submitted and ensure that changes agreed by the Full</p>



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	<p>Governing Body are implemented. To ensure the finance manual is regularly updated and the systems in operation meet the requirements of the DfES on financial procedures.</p> <p>The Audit Committee's role must include directing the Trust's programme of internal scrutiny and reporting to the board on the adequacy of the Trust's financial and other controls and management of risks. The internal scrutiny report should go direct to the FAP Committee and not school management.</p> <p>Ensure all pupils within the School are safeguarded within the scope of the Terms of Reference above.</p>
<p>Delegated tasks ((in these areas the committee has the power to act on behalf of the governing body and will give progress reports))</p>	<p>Draft the annual school budget for approval by the Governing Body.</p> <p>Plan priorities and monitor the year's expenditure, including work on premises.</p> <p>Monitor and plan for expenditure on routine maintenance, equipment, capital build and soliciting tenders. Plan for updating library resources.</p> <p>Update and maintain the school's policy for delegated spending within the school. Determine and monitor the potential community use of school premises (after the end of the school day – pre-after school clubs/ nurseries/ adult learning etc.) and maintain a lettings policy.</p> <p>Determine the policy for the charging for school activities.</p> <p>Review regularly reports on inspections.</p> <p>Make decisions on school contracts and prioritise sites for premises maintenance, working to the principle of 'best value', while taking into account the level of expertise required.</p>



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	<p>Monitor quality, progress and assess performance when building or grounds contract renewal dates are imminent.</p> <p>Liaise with LPA on plans.</p> <p>Seek and apply for funding for premises that may be available from relevant organisations.</p> <p>Implement and monitor accessibility plan.</p> <p>Make insurance recommendations or decisions to the Full Board.</p> <p>Identify and monitor areas for collaboration with other schools that may have financial implications.</p>
<p>Non Delegated tasks (in these areas the committee will make recommendations to governing body)</p>	<p>Approval of the annual school budget.</p> <p>Decide longer term priorities for work on premises to link into development /strategic plans.</p>
<p>Sub-committees</p>	

<p>Governance Professional to the Committee</p> <p>Date adopted</p> <p>Date to be reviewed</p>	<p>Bea Price</p> <p>6 December 2021</p> <p>June 2022</p>
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