

The Archbishop Lanfranc Academy – The Bec Trust

Terms of Reference for The Audit & General Purposes committee



1. The Archbishop Lanfranc Academy – The Bec Trust Audit and General Purposes Committee will exercise responsibility for and oversight of the following, and make the appropriate recommendations to the Board of Governors:

(a) **The Auditing** of the Archbishop Lanfranc Academy financial matters, including:

- The external audit including the appointment of external auditors (for recommendation to the Board of Governors)
- Policy and procedures in respect of internal financial controls and internal audit functions.
- Oversight of Risk Assessment Policy

(b) **The overall finances** of The Archbishop Lanfranc Academy, including:

- The annual budget (for recommendation to the Board of Governors) and monitoring of that budget
- Private Funds (including lettings)
- Charging policy; income generation policy; lettings policy
- Financial procedures (including compliance with the DfE Guidance); delegation of spending authority and virement policies
- Policy and decisions regarding contracts and service level agreements
- Insurance arrangements
- Governors expenses policy
- The preparation of the annual report and accounts (for presentation to the Board of Governors)
- Compliance with statutory and other required procedures.

(c) **The Personnel** of The Archbishop Lanfranc Academy

- Leadership development and planning
- Staff recruitment procedures
- Staff appointments procedures
- Equal opportunities
- Performance management arrangements
- Employment contractual matters
- Pay policy
- Staff well-being and retention strategies

(d) **The Marketing** of The Archbishop Lanfranc Academy

- Premises matters
- Press and public relations
- Events and Exhibitions
- Newsletters and printed material

(b) Key targets set by the Board of Governors in respect of any of the above areas and issues of quality or standards relating to any of the above areas.

(c) Any other matters referred to it by the Board of Governors.

MEMBERSHIP

2. The Membership of this Committee shall be not less than three Governors. This may include the Chair and Vice Chair. Advisors may be appointed as non-voting members of this Committee. The majority of members of this Committee must be Governors. The Principal and other personnel from the Academy may be in attendance as required.

VOTING RIGHTS

3. All Governors have equal voting rights. In the event of an equal division of votes, the Chair shall have a second or casting vote.

APPOINTMENT OF CHAIR AND VICE-CHAIR

4. The Chair of the Committee shall be appointed by the Board of Governors. Each school year the Committee shall elect a Vice-Chair from among their number. A Governor who is employed to work at the Academy shall not be eligible for appointment or election as Chair or Vice-Chair.

DELEGATED POWERS & FUNCTIONS

5. A schedule of delegated powers and functions is available separately and reviewed annually.

OVERSIGHT OF COMMITTEES

6. The Committee shall be responsible for the setting up of any relevant sub-committee to hear any matters in connection with staff disciplinary, capability, redundancy, absence or grievance matters. (See also the policies and procedures adopted by the governors, namely: Redundancy Procedures; Grievance and Discipline Procedures; Managing Staff Sickness Absence; Capability Procedures).

FREQUENCY OF MEETINGS

7. The Committee shall meet at least twice a year, but normally three times a year. The Committee may meet more frequently as required.

QUORUM

8. The quorum for a meeting of the Committee shall be any three members, including the Chair or Vice Chair of the Committee.

ACCOUNTABILITY

9. This Committee reports directly to the Board of Governors, which receives minutes, reports and recommendations from the Committee.

SECRETARIAT

10. Agendas, papers and minutes shall normally be prepared by staff of the Academy and Clerk to the Governors in consultation with the Chair of the Committee.

REVIEW OF TERMS OF REFERENCE

11. The establishment, terms of reference and membership of this Committee shall be reviewed annually in the Autumn Term by the Board of Governors.