NORTHWOOD PRIMARY SCHOOL ACADEMY TRUST

Finance, Management and Administration Committee
(inclusive of the Audit and Risk Committee)

Terms of Reference 2025-26	
Membership:	The committee shall consist of not less than six trustees. Membership should include the Head teacher and at least two non-employees.
Quorum:	Three trustees including at least 2 trustees who are not employees of the school.
Meetings:	At least once per term and more frequently if deemed necessary by the Chair or the majority of members.
Chair:	Non-employee to be elected by the full Governing Body.
Accountability:	The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

- Oversee the strategic framework, established by the Governing Body, within which the Headteacher and staff run the school with a focus on finance, non-curricular management and administration and their contribution to standards and school improvement.

- Contribute, in collaboration with the Head teacher and staff to establishing, monitoring and evaluating sections of the School Development Plan relating to the finance, staffing and non-curricular management of the school.

- Keep relevant sections of the Self Evaluation Form under review and update as necessary.

- Establish, monitor the impact of and review all the school's plans, policies and procedures relating to staffing, finance, premises, administration and non-curricular management.

- Contribute, in collaboration with the Head teacher and School Business Manager to the preparation of the annual budget and three-year budget plan, for approval by the full Governing Body and submission to the EFSA in line with statutory guidance and timescales.

- Monitor and evaluate expenditure and income generated by the school (including grants and unofficial funds) to ensure that spending provides best value and is linked to the school's agreed priorities.

- Ensure that the Governing Body, Head teacher and relevant staff are managing finance in accordance with the academy trust's funding agreement and statutory requirements.

- Support the School Business Manager during the annual financial audit and liaise with the school's auditors regarding the preparation of the school's Annual Report and Financial Statements.

- Comply with all the requirements of the most recent Academy Trust Handbook.

- Ensure that all insurances provide adequate cover.

- Contribute, in collaboration with the Head teacher and School Business Manager, to the preparation of the school's Health and Safety policy for approval by the full Governing Body and ensure that the same is kept up to date and is compliant with statutory requirements.

- Ensure the Single Central Record is maintained and up to date.

- Keep the staff structure under review at least annually in response to the changing needs of the school and make recommendations to the Governing Body for amendments as necessary.

- Ensure that all staffing matters are dealt with in line with Employment Law and agreed procedures and that no member of staff or job applicant is discriminated against under the protected characteristics contained within the Equalities Act 2010.

- Supply the Pay Committee with relevant financial and staffing information to assist in the annual pay review.

- Ensure that the school has effective systems of mentoring and inducting new members of staff and trustees.

- Promote the health and welfare of staff.

Signed (Chair of Governing Body) Date