



St Augustine's Catholic College

Terms of Reference of the Governing Board Committees

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APPLICABLE TO ALL COMMITTEES

Membership

Each committee shall be comprised of at least 3 governors plus the Headteacher, who shall be a full voting member. At least one of the members of the Admissions Committee must be a Foundation Governor. No Staff Governor may be a member of the Staffing Panel or attend its meetings.

Meetings

Each committee shall meet, either remotely or in person, at least 6 times in the academic year.

Chair

The Chair of each committee for the next academic year will be appointed annually at the first meeting of the year. Any individual who wishes to put themselves forward for the role will have the opportunity to do so. The committees are at liberty to appoint a Vice-Chair. If the Chair is absent from a meeting, the meeting will be chaired by the Vice-Chair, or if there is no Vice-Chair, by a member voted by the committee to chair it. The Headteacher may not chair a meeting of any Staffing panel.

Voting

Committee decisions will be taken by majority vote of members attending, and the Chair shall have a casting vote, if required.

Quorum

3 members. If it becomes apparent in advance of a meeting that it is likely to be inquorate, the Chair of the committee may invite a governor who is not a member to attend. A governor attending in such circumstances will be a temporary member of the committee and will be entitled to vote. Non-governors attending by invitation will *not* be entitled to vote.



ADMISSIONS COMMITTEE

Purpose

To monitor the conduct of the College's admissions procedures.

Attendance

The clerk to the committee plus any others invited to attend by the committee. The Admissions Registrar will always be invited to attend.

Authority and responsibilities

The committee is responsible for:

- drafting the College's Admissions Policy and any suggested amendments to it, to be submitted to the Governing Board for approval;
- monitoring the processing of applications;
- deciding admission applications; ensuring compliance with the Admissions Code;
- communicating decisions made by the committee to applicants in compliance with the timeframes laid out in the Admission Code.
- arranging the representation of the College at any admissions appeals and the consideration of any issues which arise from those appeals
- considering any other issue or matter which bears on the purpose of the committee, and reporting to the Governing Board accordingly;

The committee is authorised to do anything necessary to discharge those responsibilities.

Approved by the Governing Board 30 September 2020



FINANCE, AUDIT & PREMISES COMMITTEE

Purpose

To ensure the sound management of the College's finances and of risk and all aspects of the College's physical estate, both in the present and in the future, overseeing the financial performance of the college and making sure its money is well spent

Attendance

The clerk to the committee plus any others invited to attend by the committee. The School Business Manager will always be invited to attend.

Authority and responsibilities

The committee is responsible for:

- considering the College's draft budget and making recommendations in relation to it to the Governing Board;
- monitoring the financial performance of the College as reported in monthly management accounts;
- recommending to the members of the company the appointment of an external auditor, ensuring that statutory financial statements are prepared in good time and recommending their approval to the Governing Board;
- commissioning and receiving internal audit reports as required by the Academies Trust handbook and ensuring that recommendations from both internal and external auditors are acted upon and that any material control issues are reported to the Governing Board;
- ensuring that there is co-ordination between internal and external auditors;
- considering any spending proposed during the year not included in the budget and, if in aggregate the amount is not over £50,000, approving or rejecting the proposal; if above, referring the proposal to the Governing Board with a recommendation;
- approving the terms of and monitoring compliance with the College's Finance Manual;
- ensuring compliance with all other aspects of the Academies Trust Handbook and the Funding Agreement with the ESFA;
- monitoring the application of the policies set out in the documents listed below and reviewing those documents, requiring revision of them as necessary;
- considering the long-term financial position of the College and making recommendations to the Governing Board in the light of financial forecasts;



- monitoring the management and maintenance of the College's buildings, utility services and grounds, including by carrying out a comprehensive site visit twice a year;
- monitoring the management and maintenance of the College's IT systems;
- considering non-routine premises expenditure required and, if within the Headteacher's spending authority, agreeing that the expenditure should be authorised by him;
- considering the College's long-term physical needs and making recommendations to the Governing Board;
- monitoring the application of the College's Health and Safety Policy;
- ensuring that checking procedures required by law (such as water and electrical testing and risk assessments) are carried out;
- considering any other issue or matter which bears on the purpose of the committee;
- reporting once a term to the Governing Board.

The committee is authorised to do anything necessary to discharge those responsibilities.

Documents

Whistleblowing Policy

Investment Policy

Reserves Policy

Finance Manual

Charging and Remissions Policy

Competitive Tendering

Lettings

Risk Register

Approved by the Governing Board on 30 September 2020, amended 2 December 2020

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