



Finance and Resources and FTB Committee Work Programme 2024-25

<p>1</p> <p>1st Oct 2024</p> <p><u>FULL TRUST</u></p>	<p>Inform: Pre-meeting reports on</p> <ol style="list-style-type: none"> 1. School Business Manager's reports 2. Safeguarding report 3. HT overview and SIP presentation, reporting building work, staffing, pupil numbers & risk update (AT) <p>Trustees to discuss</p> <ol style="list-style-type: none"> 1. Election of Chair 2. Terms of Reference 3. Topics for scrutiny visits by Auditors for the year (Trustees) 4. New Academies Financial Handbook (SBM) 5. Risk Register (HT) 6. SIP review/Overview (HT) <p>Decide: <i>Structure of year and risk</i></p>	<p>Policies to Agree</p> <ul style="list-style-type: none"> ● Trustee Code of Conduct due Oct 2024 ● Board Terms of Reference due Oct 2024 ● Board Scheme of Delegation due Oct 2024 ● Monitoring Visits Policy due Oct 2024 ● Governor Allowances Policy due Oct 2024 ● Admissions Arrangements Sept 24 ● Safeguarding and Child Protection due Sept 24 ● Pay and Rewards due Oct 24
<p>2</p> <p>22nd Oct 2024</p> <p><u>F&R</u></p> <p><u>PAY PANEL?</u> <u>(Reliant on STRB)</u></p>	<p>AUDITOR NEEDS INVITING TO PRESENT ACCOUNTS <i>This meeting is purely for the auditors to present the Accounts</i></p> <p>Inform: Pre-meeting reports on</p> <ol style="list-style-type: none"> 1. Accounts from Auditors (Auditors) 2. SBM's report (LR) 3. Appraisal awards (AT) <p>Trustees to discuss</p> <ol style="list-style-type: none"> 1. Budget/auditors report <p>Decide: <i>Accounts to be Approved by Finance committee prior to submission to Full Board</i></p>	<p>Policies to Agree</p> <ul style="list-style-type: none"> ● Finance Policy due Jan 25 ● Financial Regulations Manual due Jan 25 ● H&S Policy due Nov 24 ● Lockdown Procedure due Sept 24
<p>3</p> <p>26th Nov 2024</p> <p><u>FULL TRUST</u></p> <p><u>PAY PANEL?</u> <u>(Reliant on STRB)</u></p>	<p>Inform: Pre meeting reports on</p> <ol style="list-style-type: none"> 1. Approval and audit of accounts signed off 2. Budget monitoring 3. Headteachers progress report 4. Safeguarding 5. Committee reports <p>Trustees to discuss</p> <ol style="list-style-type: none"> 1. Budget monitoring 2. HT progress report 3. Safeguarding 	<p>Policies to Agree</p> <ul style="list-style-type: none"> ● GDPR (UK) & Data Protection Policy due Feb 25 ● Gifts and Hospitality due Nov 24 ● Managing Absence and Ill Health due Nov 24 ● Staff Code of Conduct due Dec 24
<p>4</p> <p>4th Feb 2025</p> <p><u>F&R</u></p>	<p>Inform: Pre-meeting reports on</p> <ol style="list-style-type: none"> 1. SBM's reports (LR - see inclusion below) 2. HT report on staffing, pupil numbers & risk update (AT) 3. HR esp absence, code of conduct and disciplinary (AT/LR) <p>Trustees to discuss</p> <ol style="list-style-type: none"> 1. HT Progress report (AT) 	<p>Policies to Agree</p> <ul style="list-style-type: none"> ● Capability due Mar 25 ● Redundancy & Restructure due Feb 25

	2. Building work update (AT/LR) 3. Systems and processes for HR (AT/LR) Decide:	
5 11th MAR 2025 FULL TRUST	FTB approval of SRMSAT Budget monitoring	Policies to Agree <ul style="list-style-type: none"> •
6 13th May 2025 F&R	Inform: Pre-meeting reports on <ol style="list-style-type: none"> 1. SBM's reports (LR - see inclusion below) 2. HT report on staffing, pupil numbers & risk update (AT) 3. Staff wellbeing and workload (AT/LR) Trustees to discuss <ol style="list-style-type: none"> 1. Budget report (LR) 2. HT Report (AT) 3. Staff wellbeing and workload (AT/LR) Decide:	Policies to Agree <ul style="list-style-type: none"> • Charging and Remissions due May 25 • Complaints Procedure due May 25
7 24th June 2025 FULL TRUST	FTB meeting - FULL BOARD AS REQUIRED APPROVAL OF BUDGET Inform: Pre-meeting reports on <ol style="list-style-type: none"> 1. SBM's reports (LR - see inclusion below) 2. HT report on staffing, pupil numbers & risk update (AT) Trustees to discuss <ol style="list-style-type: none"> 1. HT report (HT) 2. Budget report (LR) Decide: APPROVE budget/3 year plan for submission to ESFA	

*The Audit and Risk committee (MB, CBr, DW) also meets after each finance meeting (not FTB)

SBM's reports to include

- Budget Monitoring
- 3 year plan/budget
- Premises Matters
- H&S minutes
- Capital
- Quotes and Tenders
- Dear Accounting Officer Letters