



## Finance and Resources and FTB Committee Work Programme 2025-26

<p><b>1</b></p> <p><b>30th Sep 2025</b></p> <p><b><u>FULL TRUST</u></b></p>	<p><b>Inform:</b> Pre-meeting reports on</p> <ol style="list-style-type: none"> <li>1. School Business Manager’s reports</li> <li>2. Safeguarding report</li> <li>3. HT overview and SIP presentation, reporting building work, staffing, pupil numbers &amp; risk update (AT)</li> </ol> <p><b>Trustees to discuss</b></p> <ol style="list-style-type: none"> <li>1. Election of Chair</li> <li>2. Terms of Reference</li> <li>3. Topics for scrutiny visits by Auditors for the year (Trustees)</li> <li>4. New Academies Financial Handbook (SBM)</li> <li>5. Risk Register (HT)</li> <li>6. SIP review/Overview (HT)</li> </ol> <p><b>Decide:</b> <i>Structure of year and risk</i></p>	<p><b>Policies to Agree</b></p> <ul style="list-style-type: none"> <li>● Trustee Code of Conduct due Oct 2025</li> <li>● Board Terms of Reference due Oct 2025</li> <li>● Board Scheme of Delegation due Oct 2025</li> <li>● Monitoring Visits Policy due Oct 2025</li> <li>● Governor Allowances Policy due Oct 2025</li> <li>● Safeguarding and Child Protection due Oct 25</li> <li>● Online Safety Policy due Oct 25</li> <li>● Lettings Policy due Sep 25</li> </ul>
<p><b>2</b></p> <p><b>11th Nov 2025</b></p> <p><b><u>F&amp;R</u></b></p> <p><b><u>PAY PANEL</u></b> <b><u>(Reliant on STRB)</u></b></p>	<p><b>AUDITOR NEEDS INVITING TO PRESENT ACCOUNTS</b> <b><i>This meeting is purely for the auditors to present the Accounts</i></b></p> <p><b>Inform:</b> <i>Pre-meeting reports on</i></p> <ol style="list-style-type: none"> <li>1. Accounts from Auditors (Auditors)</li> <li>2. SBM’s report (LR)</li> <li>3. Appraisal awards (AT)</li> </ol> <p><b>Trustees to discuss</b></p> <ol style="list-style-type: none"> <li>1. Budget/auditors report</li> </ol> <p><b>Decide:</b> <b><i>Accounts to be Approved by Finance committee prior to submission to Full Board</i></b></p>	<p><b>Policies to Agree</b></p> <ul style="list-style-type: none"> <li>● Finance Policy due Oct 25</li> <li>● Grievance Policy due Oct 25</li> <li>● Health &amp; Safety Policy due Oct 25</li> <li>● Staff Code of Conduct due Oct 25</li> </ul>
<p><b>3</b></p> <p><b>25th Nov 2025</b></p> <p><b><u>FULL TRUST</u></b></p>	<p><b>Inform:</b> Pre meeting reports on</p> <ol style="list-style-type: none"> <li>1. Approval and audit of accounts signed off</li> <li>2. Budget monitoring</li> <li>3. Headteachers progress report</li> <li>4. Safeguarding</li> <li>5. Committee reports</li> </ol> <p><b>Trustees to discuss</b></p> <ol style="list-style-type: none"> <li>1. Budget monitoring</li> <li>2. HT progress report</li> <li>3. Safeguarding</li> </ol>	<p><b>Policies to Agree</b></p> <ul style="list-style-type: none"> <li>● Pay &amp; Rewards Policy due Nov 25</li> </ul>
<p><b>4</b></p> <p><b>3rd Feb 2026</b></p> <p><b><u>F&amp;R</u></b></p>	<p><b>Inform:</b> Pre-meeting reports on</p> <ol style="list-style-type: none"> <li>1. SBM’s reports (LR - see inclusion below)</li> <li>2. HT report on staffing, pupil numbers &amp; risk update (AT)</li> <li>3. HR esp absence, code of conduct and disciplinary (AT/LR)</li> </ol> <p><b>Trustees to discuss</b></p> <ol style="list-style-type: none"> <li>1. HT Progress report (AT)</li> </ol>	<p><b>Policies to Agree</b></p> <ul style="list-style-type: none"> <li>● N/A</li> </ul>
	<ol style="list-style-type: none"> <li>2. Building work update (AT/LR)</li> <li>3. Systems and processes for HR (AT/LR)</li> </ol> <p><b>Decide:</b></p>	

<p>5</p> <p>10th MAR 2026</p> <p><u>FULL TRUST</u></p>	<p><b>FTB approval of SRMSAT</b></p> <p><b>Budget monitoring</b></p>	<p><b>Policies to Agree</b></p> <ul style="list-style-type: none"> <li>● Capability Policy due Mar 26</li> <li>● GDPR &amp; Data Protection Policy due Mar 26</li> </ul>
<p>6</p> <p>12th May 2026</p> <p><u>F&amp;R</u></p>	<p><b>Inform:</b> Pre-meeting reports on</p> <ol style="list-style-type: none"> <li>1. SBM's reports (LR - see inclusion below)</li> <li>2. HT report on staffing, pupil numbers &amp; risk update (AT)</li> <li>3. Staff wellbeing and workload (AT/LR)</li> </ol> <p><b>Trustees to discuss</b></p> <ol style="list-style-type: none"> <li>1. Budget report (LR)</li> <li>2. HT Report (AT)</li> <li>3. Staff wellbeing and workload (AT/LR)</li> </ol> <p><b>Decide:</b></p>	<p><b>Policies to Agree</b></p> <ul style="list-style-type: none"> <li>● Charging and Remissions Policy due May 26</li> <li>● First Aid &amp; Sharps Policy due May 26</li> </ul>
<p>7</p> <p>23rd June 2026</p> <p><u>FULL TRUST</u></p>	<p><b>FTB meeting - FULL BOARD AS REQUIRED APPROVAL OF BUDGET</b></p> <p><b>Inform:</b> Pre-meeting reports on</p> <ol style="list-style-type: none"> <li>1. SBM's reports (LR - see inclusion below)</li> <li>2. HT report on staffing, pupil numbers &amp; risk update (AT)</li> </ol> <p><b>Trustees to discuss</b></p> <ol style="list-style-type: none"> <li>1. HT report (HT)</li> <li>2. Budget report (LR)</li> </ol> <p><b>Decide:</b> APPROVE budget/3 year plan for submission to ESFA</p>	<p><b>Policies to Agree</b></p> <ul style="list-style-type: none"> <li>● Careers Education, Information, Advice &amp; Guidance (CEIAG) Policy due Jun 26</li> <li>● Disciplinary Policy due Jun 26</li> <li>● ECT Policy due Jun 26</li> <li>● Equality Objectives Policy due Jun 26</li> <li>● Suspensions &amp; Permanent Exclusions Policy due Jun 26</li> </ul>

\*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