



Trustees' Finance and Resources / FTB Committee Work Programme 2022 -23

<p>1 4th Oct 2022</p> <p><u>FULL TRUST</u></p>	<p>Inform: Pre-meeting reports on</p> <ol style="list-style-type: none"> 1. Bursar's reports (LR - see inclusion below) 2. HT report on 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 (Bursar) 5. Risk Register (HT) 6. Review of pupil numbers (HT) <p>Decide: Structure of year and risk</p>	<p>Policies to Agree</p> <ul style="list-style-type: none"> ● Depends on ones up for renewal – see policy schedule
<p>2 1st Nov 2022</p> <p><u>FINANCE</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. Bursar's report (LR) 3. Appraisal awards (AT) <p>Trustees to discuss</p> <ol style="list-style-type: none"> 1. Budget/auditors report <p>Decide: Accounts to be Approved by Finance committee prior to submission to Full Board</p>	<p>Policies to Agree</p> <ul style="list-style-type: none"> ● Redundancy & Restructure (2022)
<p>3 6th Dec 2022</p> <p><u>FULL TRUST</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 Report 4. Safeguarding 5. Committee reports <p>Trustees to discuss</p> <ol style="list-style-type: none"> 1. 	<p>Policies to Agree</p>
<p>4 31st JAN 2023</p> <p><u>FINANCE</u></p>	<p>Inform: Pre-meeting reports on</p> <ol style="list-style-type: none"> 1. Bursar's reports (LR - see inclusion below) 2. HT report on staffing, pupil numbers & risk update (AT) <p>Trustees to discuss</p> <ol style="list-style-type: none"> 1. Review of pupil numbers(HT) <p>Decide:</p>	<p>Policies to Agree</p> <ul style="list-style-type: none"> ● Finance Policy (2021)) ● Charging and Remissions (2023) ● Complaints procedure (2022) ● Accessibility plan (2021) (NMZ) ● Lettings (2021)
<p>5 7th MAR 2023</p> <p><u>FULL TRUST</u></p>	<p>FTB approval of SRMSAT</p> <p>Budget monitoring</p>	<p>Policies to Agree</p>
<p>6 16th May 2023</p>	<p>Inform: Pre-meeting reports on</p> <ol style="list-style-type: none"> 3. Bursar's reports (LR - see inclusion below) 4. HT report on staffing, pupil numbers & risk update (AT) 	<p>Policies to Agree</p>

<u>FINANCE</u>	Trustees to discuss 1. Review of pupil numbers(HT) Decide:	
7 27th June 2023 <u>FULL TRUST</u>	<i>FTB meeting - FULL BOARD INVITED DUE TO REQUIRED APPROVAL OF BUDGET</i> Inform: Pre-meeting reports on 5. Bursar's reports (LR - see inclusion below) 6. HT report on staffing, pupil numbers & risk update (AT) Trustees to discuss 1. Review of pupil numbers and appraisal (HT) <i>Decide:</i> APPROVE budget/3year plan for submission to ESFA	

*The audit and risk committee also meets after each finance meeting (not FTB)

Bursars reports to include

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