

The Langley Academy Trust - Business Committee – Schedule of Work 2018/19

<p style="text-align: center;">Autumn Term 2018</p> <p style="text-align: center;">November</p>	<p style="text-align: center;">Spring Term 2019</p> <p style="text-align: center;">February</p>	<p style="text-align: center;">Summer Term 2019</p> <p style="text-align: center;">May</p>
<ul style="list-style-type: none"> • Membership Agreed 		<ul style="list-style-type: none"> • Agree Schedule of Work 2019/20 • Agree Terms of Reference
<p><u>Finance</u></p> <ul style="list-style-type: none"> • Register of Interests • Approve the statutory accounts so that they can be presented to the Governing Body before 31 December <p>Review:</p> <ul style="list-style-type: none"> • Financial Regulations • Schedule of Financial Delegation • Final Management Accounts 2017/2018 • Management Accounts Forecast 2018/2019 • Trust Risk Register • Lettings Update • Antifraud, corruption and bribery Policy • Statutory accounts timetable <p>Receive Report on:</p> <ul style="list-style-type: none"> • Sixth Form Build Update • Projects • Cost implications of pay recommendations • Buzzacott termly on internal controls 	<p><u>Finance</u></p> <p>Review:</p> <ul style="list-style-type: none"> • Management Accounts Forecast 2018/19 • Long term forecast update • Trust Risk Register • TLAT Cost Saving Plan <p>Receive Reports on:</p> <ul style="list-style-type: none"> • Sixth Form Build Update • Benchmarking • Buzzacott termly on internal controls 	<p><u>Finance</u></p> <ul style="list-style-type: none"> • Agree Budget for 2019-2020 <p>Review:</p> <ul style="list-style-type: none"> • Management Accounts Forecast 2018/19 • Long-term forecast update • TLAT Cost Saving Plan • Staffing • Academy’s insurance arrangements • Trust Risk Register <p>Receive Reports on:</p> <ul style="list-style-type: none"> • Sixth Form Build Update • Buzzacott Termly on internal controls • Projects • Academy Insurance Arrangements

Health and Safety		
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- Health & Safety Minutes