

The Langley Academy Trust
Business Committee Terms of Reference

1. Membership

As agreed by resolution of the Trustees from time to time and at least annually.

2. Quorum

The Executive Principal (or senior staff member nominated by the Executive Principal to deputise) together with two other Trustees, both being non-employees of the academy.

3. Meetings

To meet at least once every term and further as required. To make available to the next following Trust meeting draft or, if possible, approved minutes of meetings held since the previous Trust meeting.

4. Minutes and Papers

Draft minutes will be distributed to committee members within seven days of the meeting by the Clerk to the Trust, and distributed with papers for the next Trust meeting.

Functions

On behalf of the Trust to take responsibility for finance and premises standards across the Trust.

1. To exercise on behalf of the Trust all powers expressly delegated to the Committee.
2. To review and approve the following Trust policies:-
 - a. Anti-fraud, Corruption and Bribery
 - b. Charging and remissions
 - c. Data Protection
 - d. Lettings
3. To maintain, and review annually, the Trust's Scheme of Delegation.
4. To recommend to the Trust, not later than 28 June each year, a budget for the following year.
5. To receive the Management accounts on a monthly basis and review them at each meeting.
6. To recommend for approval the statutory accounts so that they can be presented to the Trust before 31 December each year.

7. To review the use and maintenance of the premises, wider academy land, and environmental assets.
8. To review the inspection of the premises and grounds, and approve a statement of priorities for maintenance and development as part of the Academy Strategic Plan.
9. To approve the Trust's Asset Management Plan annually and review progress.
10. To review the Trust's insurance arrangements annually.
11. To review a charging and remissions policy for non-essential curriculum activities.
12. To support the Trust in promoting links with the local community, and wider area, including the business community.
13. To receive staffing updates.
14. To maintain a regular review of all aspects of each academy's staffing budget.
15. To review the work of the Trust's Pay Committee.
16. Review and approve all capital expenditure over an agreed level.

Review

To review these Terms of Reference and all related policies, as necessary, and annually in the Summer Term, and make recommendations to the Trust as to any changes thought necessary.