



Autumn Term	Spring Term	Summer Term Tasks
Review Terms Of Reference & Committee Membership	Annual review of Governor Competencies	
Financial review <ul style="list-style-type: none"> <li>Review Expenditure versa Budget</li> <li>Review Cash Flow</li> <li>Review 3 year budget</li> <li>Review Creditors &amp; Debtors</li> </ul>	Financial review <ul style="list-style-type: none"> <li>Review Expenditure versa Budget</li> <li>Review Cash Flow</li> <li>Review 3 year budget</li> <li>Review Creditors &amp; Debtors</li> </ul>	Financial review <ul style="list-style-type: none"> <li>Review Expenditure versa Budget</li> <li>Review Cash Flow</li> <li>Review 3 year budget</li> <li>Review Creditors &amp; Debtors</li> </ul>
Review Financial Draft Audited Accounts		Prepare Financial Accounts for Audit.
To ensure the audited accounts are submitted to the EFA by 31 December		<ul style="list-style-type: none"> <li>To ensure accounts are submitted to Companies House by 31 May;</li> <li>To ensure accounts are published on our website</li> </ul>
Complete declarations of interest forms	Report staff and Governor declarations of interest	Draft financial budget for the following financial year. Approve draft budget FGB approve final budget
Complete the Skills Analysis matrix and identify any training needs.	Consider benchmarking review	Review service contract suppliers (CHeSS)
Review Capital Project Expenditure & Authorisation process	Review Business Continuity Plan	Inventory Audit Report <ul style="list-style-type: none"> <li>Approve any write offs</li> </ul>
HT report on accountable streams of funding, currently Pupil Premium and Sports funding	Review VAT Returns	Review the format of the financial information
Review and approve the Manual of Internal Financial Procedures		Review risks and insurance arrangements
Consider the School Improvement Plan Finance & Staffing implications		Review & agree Staff Structure
		Appoint Academy Responsible Officer
Consider any Staff changes impacting budget plan	Consider any Staff changes impacting budget plan	Consider any Staff changes impacting budget plan
HT agrees performance management targets with all members with staff	Head Teacher Performance Management report	
Consider Finance & Staffing legislative changes. <ul style="list-style-type: none"> <li>EFA</li> <li>Director Children's Services Report</li> </ul>	Consider Finance & Staffing legislative changes. <ul style="list-style-type: none"> <li>EFA</li> <li>Director Children's Services Report</li> </ul>	Consider Finance & Staffing legislative changes. <ul style="list-style-type: none"> <li>EFA</li> <li>Director Children's Services Report</li> </ul>
To review and approve any relevant policies, incl: <ul style="list-style-type: none"> <li>Reserves Policy</li> </ul>	To review and approve any relevant policies.	To review and approve any relevant policies.

Academy Trust Financial Responsibilities: Appoint Academy Accountants, Draft Trustees report to accounts, Review Financial Draft Audited Accounts  
Actuarial Assessment 3-Yearly Review to be completed, as from Autumn Term 2013; *next review required Autumn Term 2016*