

TERMS OF REFERENCE OF THE GOVERNORS' FINANCE COMMITTEE

for Theale Church of England Primary School.

Purpose and background

In order to conduct its business effectively the Governing Body has established a Finance Committee

This document defines the activities of this committee, its method of working and powers to act.

Management of this document

Governing Body: The Governors' Finance Committee reviews this Terms of Reference on an annual basis and recommends amendments to the Governing Body for final decision.

Associated policies

All finance policies of the school

Practices and procedures

Composition

This committee is appointed by the Governing Body taking account of the interests and expertise of Governors, to ensure it has competence to conduct its business. The Governing Body will keep a watching brief on its composition and respond by instigating change to cater for the effect of changes in governing body membership. It will comprise:

Voting members:

- The Chair of Governors, who will be an ex-officio member of the Finance Committee
- At least 2 other Governors appointed by the Governing Body (not counting the Headteacher);
- The Headteacher

Non-voting members:

- School Business Manager
- Others people, including teachers and other governors, may be co-opted by the committee as required.

Meeting clerk:

Clerk to the Governors. Where this is not possible, the Chair of the Committee will appointed someone at the start of the meeting

Meetings

At least one week's notice will be given to members, where possible, by the circulation of an agenda and related papers.

The quorum of each committee is 3 voting members. The quorum must include the Chair or Vice-Chair of the Committee and Headteacher or his/her representative. If the committee meeting is inquorate the members present may sit as a working party of the Governing Body if they wish. A working party may only discuss matters and has no power to make a binding decision.

The Chair and Vice-Chair of the committee, who shall not be employees of the school, shall be elected from amongst the voting members of the committee at the first meeting of the Governing Body in the academic year.

Powers to Act

The principal role of committee is, in liaison with the Headteacher, to consider, review and advise upon any matter within its remit and to report accordingly to the Governing Body, with recommendations for decision or action as appropriate.

The Governing Body delegates certain powers to act to this committee. This delegation is stated in the relevant policies and procedures of the school, as amended from time to time.

The Governing Body shall assign responsibility for the following policies and procedures of the school to the committee, namely:

- Charging and Remissions Policy
- Lettings Policy (if applicable)
- Scheme for Paying Governors Allowances
- WBC Scheme for Financing Schools
- WBC Contract Rules of Procedure
- WBC Financial Rules of Procedure
- WBC Anti-Fraud and Corruption
- Confidential Reporting Code (Whistleblowing)

The responsibilities delegated are those of agreeing, reviewing, updating, approving these policies on a regular basis and reporting to the Full Governing Body as appropriate.

They will review and make recommendation regarding the following policies for full Governing Body approval:

- Financial Management Policy
- School Fund policy
- Terms of Reference
- Pay Policy

The committee will regularly review the competence and experience of its members and instigate any training and development which is considered beneficial for its members, in liaison with the Development Governor.

Frequency of Meetings

The committee will normally meet at least three times in each year and where possible at least one week prior to the next full meeting of the governing body. This committee may meet in addition to consider the preparation of the budget during the spring and summer terms.

The chair of the committee may call additional meetings if necessary or where requested by members of the committee.

Reporting

Draft minutes will be sent to the chair of the committee and the Headteacher for review as soon as possible and no later than 2 weeks after the meeting.

Committee minutes will be amended if necessary, and once approved, be signed and dated by the chair of the committee at the next committee meeting.

The approved minutes will be communicated to the full Governing Body prior to the next FGB meeting and a report of the committee's business will be given to the Governing Body at the forthcoming meeting.

Remit/Areas of Activity

- In line with a set annual timetable to conform with the requirements of the Local Authority and other government bodies, to review and agree the annual budgets for all sources of school income and all school expenditure relating to all activities undertaken by the school, for recommendation to the Governing Body for approval. When reviewing the budget the Committee shall consider the aims and objectives of the school and School Development Plan and ensure that the budget supports and reflect these as far as possible.
- To receive and review reports from the Headteacher and School Business Manager on income, expenditure and commitments outstanding for all the school's activities during the financial year and to agree any expenditure or virement beyond the powers delegated to the headteacher, as determined by the Financial Management Policy.
- To undertake short and long term financial planning, liaising and communicating with other governors committees as necessary.
- To investigate initiatives which increase income, including from the Local Authority.
- To establish and review the principles and objectives of the approach to cases of hardship and ensure they are accurately reflected in the relevant Policies (e.g. Charging and Remission).
- To review any material contracts for services drawn up by the school prior to their agreement by the Governing Body, noting any possible conflict of interest. To seek external professional advice regarding these as deemed necessary.
- To support and advise the Headteacher, School Business Manager and governing body on all financial matters relating to the school
- To gain maximum benefit from the Local Authority's scheme of financial delegation.
- To monitor and review the performance of the school in relation to financial management standards and to ensure that the school is in compliance, including the drawing up of WBC Internal Audit report action plans, overseeing the preparation for SFVS assessments and leading in dealing with any outcomes of such audits and assessments, ensuring that recommendations are acted upon
- To monitor and ensure the school's compliance in relation to relevant policies, rules and procedures as published from time to time by the Local Authority
- To evaluate the school's practice and procedures through a recognised risk assessment process and to prepare on a timely basis
- To monitor and review the processes by which the school achieves best value in its use of funding, including overseeing the decisions whether to 'buy-back ' into Local Authority service provisions or to choose alternative providers and regularly benchmarking the school's income and expenditure, establishing action plans based on the results to improve the schools

effectiveness in fund usage. To prepare on a timely basis as required an annual Best Value statement for approval by the governing body before publication.

- Inventory – to receive and review an inventory report on an annual basis, to be signed off once approved by the chair of the Committee
- To monitor and review the management of private school funds. To appoint a suitably competent and independent auditor and receive the audited accounts of the School Fund

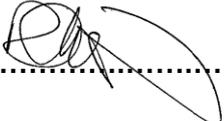
Approved by Finance Committee Meeting, date:

Approved at Full Governor’s Meeting date: 14.09.20

Signed.....

Chair of Governing Body

Review Date: September 2021

Signed.....

Chair of Finance Committee