

Terms of Reference Finance Committee

Updated March 2024

Composition

A minimum of three members of the Governing Body.

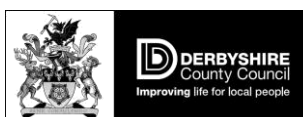
The Governing Body must determine the membership and proceedings of any committee. The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually. The membership of any committee may include associate members, provided that a majority of members of the committee are Governors. Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee. The Governing Body may remove the Chair of a committee from office at any time.

Quorum

The quorum for the meeting of the committee shall not be less than half of the members.

Terms of Reference

1. To prepare and consider each year's School Improvement Plan, which will include clear links to the annual budget plan.
2. To prepare and consider each year's budget plan and options for consideration and approval by the Governing Body. (*NOTE: Functions relating to the approval of the first formal budget plan of the financial year can be delegated to a committee – Audit Services would still recommend that the final approval should remain with the whole Governing Body*).
3. To monitor the budget and make recommendations to the Governing Body for any in year changes.
4. To review the School Finance Regulations and Procedures annually and to make recommendations for changes and additions to the Governing Body.
5. To approve virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
6. To consider and make recommendation to the Governing Body concerning any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.
7. To be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Body concerning acceptance, in accordance with the agreed quotation and tendering limits.
8. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Body.
9. To ensure that the SFVS is completed and submitted to the LA Audit Section by 31 March each year



Governor Support Services

10. To determine the arrangements and the scale of charges for the letting of school premises and other remissions.
11. To consider and give advice on any matter involving finance or financial management referred to by the Governing Body.
12. To ensure that the principles of Best Value are followed when making decisions.

Functions Delegated to the Headteacher

As per the Governors' Scheme of Financial Delegation.

Headteacher to be responsible for the day-to-day management of the budget and subject reporting to the Finance Committee:

- a) To make permitted virements within the budget to a maximum of £1,500.
- b) To make a purchase up to the value of £1,500 without obtaining three written quotations, but ensuring that the school obtains best value for money.
- c) To make purchases up to the value of 5% of all invoices per year.

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- i) Functions relating to the alteration, discontinuance or change of category of maintained schools;
- ii) Functions relating to the approval of the first formal budget plan of the financial year;
- iii) Functions relating to school discipline policies;
- iv) Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- v) Functions relating to admissions.

Appointment of Chair and Clerk

The appointment of the non-employee Chair/Clerk of the committee shall be determined by the full Governing Body and should be reviewed at the first meeting of the school year.

Minutes

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Head or any two of the members of the committee. Every member of the committee and the Headteacher shall be given at least seven days clear notice of the committee meeting.



Governor Support Services