





## Finance Committee: Terms of Reference

<b>Policy accepted at FGB on:</b>	16/10/2017
<b>Next review:</b>	Autumn 2018
<b>Signed (Chair of Governors):</b>	
<b>Date of signature:</b>	16/10/2017
<b>Signed (Chair of Finance Committee):</b>	
<b>Date of signature:</b>	16/10/2017

# Finance Committee: Terms of Reference

## 1. Membership

The Finance Committee shall consist of the Chair and Vice Chair of the Full Governing Body (FGB) and the Chairs from the Governing Body Committees plus the Headteacher or a member of the Senior Leadership Team (SLT). The Finance Committee may make recommendations to the FGB for the co-option of additional members. The convenor is the Chair of the Finance Committee.

## 2. Quorum

- (a) The quorum shall be at least 50% of the members of the Finance Committee.
- (b) The committee shall not meet without the Headteacher being present or a substantive replacement, e.g. a member of the Christ Church SLT nominated by her/him.

## 3. Meetings

At least once prior to the FGB meeting and otherwise as required.

## 4. Responsibilities

### 4.1 **General**

The Finance Committee will work with the Headteacher and School Business Manager (the school's finance officer) to provide guidance to the Governing Body on all matters relating to financial management, staff pay and staffing structure; data protection and information security; compliance with Freedom of Information regulations; and communication, media and publicity activities.

### 4.1 **Finance**

The Finance Committee will:

- work in consultation with the Headteacher and School Business Manager to provide guidance to the Governing Body on all matters relating to financial management, ensuring that the school operates within the financial regulations of Somerset County Council;
- draft and approve the first formal budget plan for the new financial year, taking into account the priorities in the School Development Plan (SDP). The budget plan will be forwarded to the FGB for ratification and formal adoption.
- make decisions in respect of service level agreements, ensuring the principles of Best Value are applied to all services purchased;
- receive and monitor regular reports on the school's income and expenditure, including the Nursery Business, showing a comparison of these against the budget estimates and projected end-of-year figures and to take remedial action where necessary;

- receive, monitor and approve the movement of funds between budget headings or accounts (virements);
- report on significant variations from the anticipated budget position;
- prepare and review statements of financial policy in both the short and longer term;
- determine whether sufficient funds are available for pay increments for the Headteacher and Deputy Headteacher;
- ensure Unofficial Funds are audited and prepare a report for FGB;
- prepare and respond appropriately to audit report recommendations and requirements;
- make recommendations to the Governing Body on committee membership, Terms of Reference, delegated powers and priorities for each new academic year as necessary.

#### **4.2 Staffing structure**

The Finance Committee will:

- liaise with the Headteacher over staffing needs and budget implications for the next academic year, including implications of pay awards, and report to the FGB any decisions made;
- review the staffing structure whenever a vacancy occurs and at least annually, in relation to the needs of the school and the delivery of the SPD and Strategic Plan;
- consult with the Headteacher on the involvement of governors in all teaching staff appointments and report to the FGB any decisions made.

#### **4.3 Staff pay (statutory requirements)**

The Finance Committee will:

- work with the Headteacher in ensuring that the Governing Body complies with the performance management regulations, guidance and best practice;
- keep up to date with the changes in terms and conditions of employment or employment law and inform the FGB of relevant changes;
- ensure that the criteria set by the school's Staff Pay Policy are applied in determining the pay of each member of the teaching staff at the annual review in a fair and equal manner.

#### **4.4 Data protection and information security**

The Finance Committee will work with the Headteacher and School Business Manager to ensure that the Governing Body complies with data protection and information security regulations, guidance and best practice.

#### **4.5 Freedom of Information**

The Finance Committee will work with the Headteacher and School Business Manager to ensure that the Governing Body complies with Freedom of Information regulations, guidance and best practice.

#### **4.6 Communication, media and publicity**

The Finance Committee will work with the Headteacher to ensure that all communication with parents and carers, and the wider world is of the highest standard. This will include monitoring the content and quality of:

- weekly school newsletters;
- letters, notices and other correspondence with parents and carers;
- end-of-year pupil reports;
- the school prospectus;
- the school website;
- official postings on social media, e.g. Facebook and Twitter;
- press releases and articles about the school.

#### **4.7 School office and administration**

The Finance Committee will work with the Headteacher and School Business Manager to ensure that the school office:

- takes responsibility for day-to-day Safeguarding and security matters, e.g. ensuring all visitors sign in;
- follows procedures for handling cash and pupil medication;
- is well organised and efficiently run;
- offers a warm welcome to parents, carers and visitors.

### **5. Policies**

With the Headteacher, review and amend policies relating to Finance, recommending them for approval by meetings of the FGB. This will include the:

- Capability of Staff Policy
- Charging and Remissions (Lettings) Policy
- Data Protection and Information Security
- Finance Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Governors' Expenses Policy
- Staff Discipline, Conduct and Grievance Policy
- Staff Pay Policy
- Teacher Appraisal (Performance Management) Policy.