



## Governing Board of Brentnall Community Primary School Terms of Reference for the Finance Committee

The purpose of the Finance Sub Committee is to discuss finance and all matters relating to the financing of school projects.

### **Membership:**

The Finance Sub Committee will comprise of at least 3 Governors plus the Headteacher (or Deputy Headteacher).

The Finance Sub Committee may co-opt additional, non-voting members. The Chairperson of the Strategic Development Sub Committee will be elected annually at the first Autumn term meeting.

When the Chairperson is absent, members of the Committee will elect an acting Chairperson. (The Chairperson must be a Governor and must not be employed by the school).

### **Quorum:**

In order for business to proceed, 2 non-staff Governors of the committee and the Headteacher (or Deputy Headteacher) need to be present.

### **Meetings:**

The Committee shall meet as necessary but not less than once per term. It is anticipated that there will be an initial planning meeting of the Committee in September followed by a termly meeting to review the agreed actions and to ensure they are meeting their purpose and aims.

The Chairperson will liaise with the Headteacher (or Deputy Headteacher) prior to each Committee meeting to agree the agenda. An agenda will be circulated at least 7 days before the Committee's meeting date. Committee meetings will be no longer than 1.5 hours duration.

Minutes from the Strategic Development Sub Committee will be shared with all members of the Governing board.

Any member (voting or non-voting) will withdraw from a meeting where they have a pecuniary interest in the matter under consideration.

**The Governing Board delegates the following responsibilities to the Finance Sub Committee:**

- To formally review and update all statutory policies relating to finance.
- To annually receive the audited School Fund.
- Together with the Headteacher, to prepare the school budget for approval by the Governing Board at the start of the financial year.
- To receive termly reports from the Headteacher, approve action when expenditure is at a variance with the budget and inform the Governing Board if there is any possibility of overspending.
- To approve all individual virements above £5,000 (the limit placed on expenditure by the Headteacher).
- To approve expenditure above £5,000 up to £49,999 (the limit placed on expenditure by the Headteacher being £5,000). Expenditure above £50,000 can only be approved by the full Governing Board.
- To review and approve the Governing Board Scheme of Delegation annually.
- To ensure that all staff who hold responsibility for financial administration receive appropriate training.
- To make decisions to meet the school's needs and funds acquired.
- To assist the Headteacher in investigating "Value for Money" transactions.
- Ensure that the Governing Board has and operates a pay policy, which is updated to reflect any changes as necessary.
- Ensure the implementation of the pay policy in a fair and equal manner and apply the criteria set by the whole school pay policy in determining the pay of each employee on an annual basis.
- Work with the Headteacher in recommending to the Governing Board the annual budget required for pay.

Appendix 1: Finance Committee Planner

These Terms of Reference will be reviewed annually at the first meeting of each academic year.

Signed ..... Chair of the Committee

Signed ..... Chair of Governors

Date .....

## **Finance Committee Planner** **Autumn Term**

### **Standing items**

- Review the most recent Audit report and check the progress on any outstanding matters/recommendations
- Review and approve the latest budget statements and check against the plan and question significant variations.
- Agree and approve any appropriate changes to the budget plan.
- Review the school's Bank statements to ensure that the school is on track in relation to its financial position
- Review the staffing structure and agree and approve any changes

### **Actions for Autumn Term meeting**

- SFVS – Committee members to complete the financial skills audit
- Review 5 year projections
- Review the audited accounts for the school fund
- Review and approve the school fund mission statement
- Review and approve the school's whistleblowing policy
- Review and approve the school's Best Value statement
- Review and approve charging and remissions policy
- Review and approve the financial Management policy of the Governing Body

## **Finance Committee Planner** **Spring Term**

### **Standing items**

- Review the most recent Audit report and check the progress on any outstanding matters/recommendations
- Review and approve the latest budget statements and check against the plan and question significant variations.
- Agree and approve any appropriate changes to the budget plan.
- Review the school's Bank statements to ensure that the school is on track in relation to its financial position
- Review the staffing structure and agree and approve any changes

### **Actions for Spring Term meeting**

- Review the end of year outturn budget
- Check that balances are at a reasonable level and there is a clear plan for using money held in balances at year end
- Approve the draft budget plan for the forthcoming year (reflecting SIP priorities)
- Review school insurance
- Review SLA's
- Review bank mandates and signatories
- Check that the school has considered collaboration with others to improve value for money eg staff sharing/joint purchasing

- Check the school has improved the use of resources during the past year
- SFVS return due 31<sup>st</sup> March to be fully completed, signed and dated by Chair of Governors
- SFVS – Ensure actions from the previous year's return have been implemented
- Review and approve the Financial control checklist
- Review and approve the Statement of Internal Control
- Approve the School Finance Policy
- Approve the Salford Scheme for delegation to schools
- Approve the Salford scheme for Local Management of Schools
- Approve the Standing Orders and Financial Regulations for Schools

## **Finance Committee Planner** **Summer Term**

### **Standing items**

- Review the most recent Audit report and check the progress on any outstanding matters/recommendations
- Review and approve the latest budget statements and check against the plan and question significant variations.
- Agree and approve any appropriate changes to the budget plan.
- Review the school's Bank statements to ensure that the school is on track in relation to its financial position
- Review the staffing structure and agree and approve any changes (link with people and premises agenda item)

### **Actions for Summer Term meeting**

- Approve the new budget plan for this budget year
- Review the data and reports from the latest benchmarking/comparison exercise
- Review the school inventory and approve the disposal of any redundant assets
- Approve the Disposal policy
- Review of the committee's terms of reference for submission and approval at the Autumn term full GB meeting