

## Chieveley Primary School

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|-------------------------------------------------|----------------------------|
| <b>COMMITTEE TERMS OF REFERENCE</b>             | Finance                    |
| <b>DATE ADOPTED BY THE FULL GOVERNING BOARD</b> | 3/7/24                     |
| <b>DATE FOR FULL IMPLEMENTATION</b>             | 1/9/24                     |
| <b>CONTACT PERSON</b>                           | Chair of Finance Committee |
| <b>STATUS</b>                                   | Statutory                  |

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| <b>MEMBERSHIP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>The governing board (GB) determines that the committee shall consist of the Head teacher plus a minimum of three other governors appointed by the governing board (GB). The Chair will be elected by the GB annually.</p> <p>The School Business Manager will be invited to attend committee meetings but will not have voting rights. Any associate members appointed to this committee will not have voting rights.</p> <p>When dealing with matters associated with Head Teacher or staff pay and related issues, the Head Teacher/staff governor will be excluded from that part of the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>QUORUM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>Quorum must not be less than three governors who are members of the committee (<i>this is a legal statement and must not be removed</i>).</p> <p>If at all possible, the Head Teacher should attend these committee meetings to maintain good practice and a fair and balanced perspective. However, if he/she is unable to attend, this will not make the meeting invalid.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>MEETINGS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>The committee shall meet at least once a term and, as appropriate, if deemed necessary. Should the elected Chair not be available to attend a meeting, an interim Chair should be elected, for that meeting, by the committee members present.</p> <p>Minute taking should be carried out by an independent clerk; where this is not practical the minutes should be taken by an appropriate member of the committee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>FUNCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>The Finance Committee shall undertake the following functions on behalf of the GB:</p> <p><b>Budget</b></p> <ul style="list-style-type: none"> <li>• Submit three year budget for approval by the GB prior to the LA submission deadline.</li> <li>• Monitor spending against the agreed budget and identify any areas of overspend and under spend, notifying the GB accordingly including any actions required in order to keep the budget in balance.</li> <li>• Ensure the budget is consistent with the priorities of the School Development Plan (SDP) and Asset Management Plan (AMP) and reviewed in terms of budgetary constraints, using the resulting information to produce 3-Year Financial Plans, taking into account possible effects of changing admission forecasts.</li> <li>• Incorporate an annual contingency fund for in-year expenditure as required.</li> <li>• Monitor level of income from non-formula funding (e.g. Pupil Premium Grant and School Sport Funding).</li> <li>• Monitor and review Pupil Premium Grant &amp; School Sports Funding and ensure the school expenditure plans for both are published on the website accordingly.</li> <li>• Review any proposals from the local authority (LA) that have financial impact on the running of the school.</li> </ul> |

- Monitor the efficiency of spend and recommend any changes to improve standards.
- Auditing Procedures as appropriate.
- Review and recommend to the GB any changes to the following policies at an appropriate frequency, together with any other policies as directed by the GB or the LA :-
  - o Financial Management Policy and Procedures (incl. all Appendices)
  - o Charging Policy
  - o Financial aspects of Lettings Policy (Appendix B of that Policy)
- Monitor the School Fund.
- Monitor and review the performance of the school in relation to financial management standards and ensure that the school is in compliance, including the drawing up of LA Internal Audit report action plans, and leading in dealing with any outcomes of such audits and assessments, ensuring that recommendations are acted upon.
- Monitor and ensure the school's compliance in relation to relevant policies, rules and procedures as published from time to time by the LA and Central Government (including procedures for the production of year end accounts).
- Monitor and review the processes by which the school achieves financial efficiency in its use of funding, including overseeing the decisions when to "buy-back" into LA 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 school's effectiveness in fund usage.
- Ensure that any bad debts are written off in accordance with the LA's appropriate policy.
- Advise the GB on opportunities and options for generating additional income.
- Any other financial tasks requested by the GB.

#### **Personnel**

- Establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training, awards.
- Monitor the proposed pay awards and identify and expected changes in the planned budget.

#### **Asset Management**

- Establish and monitor the process for forecasting premises expenditure, both annually and as part of a 3- year improvement plan.
- Approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
- Ensure the school asset management committee is updated on any changes to the Letting Charges policy.

#### **POWERS**

The GB empowers the committee to undertake these functions on its behalf, except to the extent that the school's policy on the Establishment of Committees & Delegation of Powers reserves certain powers to the GB alone. In particular, the Committee shall be bound to the Limits of Delegated Authority as described in the policy of Financial Management.

#### **REPORTING BACK**

The committee will submit copies of its minutes to all governors and will provide additional information, as appropriate, to the GB at its meetings.

#### **REVIEW**

These Terms of Reference will be reviewed annually by this committee and submitted to the full governing board for ratification.

# Chieveley Primary School

| <b>Name of Document</b>                     | <b>Approved by FGB</b> | <b>Date of Review</b> | <b>Committee/Governor Responsible</b> | <b>Lead Member</b> |
|---------------------------------------------|------------------------|-----------------------|---------------------------------------|--------------------|
| Terms of Reference of the Finance Committee | 8/7/20                 | Next review July 2021 | Finance                               | Chair of Finance   |
| Terms of Reference of the Finance Committee | 19/7/21                | Next review July 2022 | Finance                               | Chair of Finance   |
| Terms of Reference of the Finance Committee | 6/7/22                 | Next review July 2023 | Finance                               | Chair of Finance   |
| Terms of Reference of the Finance Committee | 5/7/23                 | Next Review July 2024 | Finance                               | Chair of finance   |
| Terms of Reference of the Finance Committee | 3/7/24                 | Next Review July 2025 | Finance                               | Chair of finance   |