

## **1. Finance Committee – Terms of Reference**

**Membership:** [Appointed by the governing body]

**Quorum:** 3 (and a majority of those present must be governors)

**Chair:**

**Meetings:** At least termly. Meetings to be called by the clerk to the committee after consultation with the chair of the committee and the headteacher

**Remit:**

1. To act on behalf of the governing body in matters relating to:
  - finance
  - human resources
2. To act as the governing body's staff discipline committee
3. To act as the governing body's grievance committee (Stage 2)

### **The remit of the Finance Committee in detail:**

#### **A. Finance**

##### ***Delegated Powers***

To act on behalf of the governing body on:

- **actions following financial advice** provided by the City Council and set down in the **Fair Funding Scheme of Delegation**.
- ensure compliance with **Schools Financial Value Standard (SFVS)**

- **financial policy statements**, including long term planning and resourcing **and controls assurance statement**
- **levels of financial delegation** and monitoring such delegated powers
- the awarding of **contracts**
- budget monitoring (with the Headteacher) at least termly
- ensuring that the pupil premium funding is used effectively and can be accounted for.
- **ensuring that the sport and PE funding is used effectively and can be accounted for.**
- **expenditure patterns**, ensuring that educational outcomes, cost effectiveness criteria and financial implications inform decision making
- the auditing arrangements for **school fund** and other voluntary funds to ensure funds are properly audited
- **LA auditors' reports** on the School Budget
- **performance criteria and benchmarking** to evaluate spending decisions and budgetary performance
- **virement** of funds as delegated within the delegated limit of £8,000 as stipulated in the Fair Funding Scheme of Delegation (and to recommend to the Governing Body any virement above that figure)
- activities to generate **income** (with the headteacher)
- ensuring that Value for Money principles are taken into account when determining expenditure

### ***Other responsibilities***

To consider and make recommendations to the Governing Body on:

- a **budget** for the year based on development priorities (eg School Development/Improvement Plan)
- Policies on **charging and remissions, debtors, disposal of equipment**
- a **whole school pay policy** (in consultation with staff, and reviewed annually), including recruitment, selection procedures, retention, remuneration, performance criteria, discretionary elements, annual reviews, equal opportunities and conditions of service
- to ensure that salary decisions **for all teaching staff** are undertaken annually and are consistent with appraisal outcomes (**this should be through the Pay Committee, which may be a sub group of the resources committee**)
- to receive an annual report on the **appraisal** processes within the school