

Farfield Primary School

Finance & Resources Committee

Terms of Reference

Overall roles of the Committee

- To assist the Governing Body in fulfilling its statutory responsibilities for all staff employed in school and to generate the best possible professional environment, within which all staff can contribute to the raising of pupil performance and attainment.
- To assist the Governing Body in directing the management of the school budget in support of the School Improvement Plan and ensuring sound financial management practices.
- To assist the Governing Body: to fulfil its responsibilities in providing the best possible physical environment within which students learn, and to ensure all the Governing Body's statutory responsibilities for the health and safety of all students and adults on site are met.

Financial Aspects

Terms of Reference

- In consultation with the Head Teacher and the Business Manager, draft the first formal budget plan of the financial year
- To ensure that the school operates within the Financial Regulations of the LA

Financial Delegation

- The Head Teacher to have delegated powers to spend up to £10,000 at any one time, on non-recurring items
- Without any prior reference to the Committee or governing body

Reporting

- All agreed actions and decisions will be reported to the next meeting of the Governing Body. A report to be made available by the Clerk of the Committee to the Clerk of the Governing Body, for circulation with the Agenda for the next Governing Body meeting.
- A copy of the minutes of the Committee to be made available by the Clerk of the Committee to the Clerk of the Governing Body, as quickly as possible after their approval.
- Items that are deemed to be confidential by the Committee shall be recorded as a separate confidential minute and reported verbally at the next Governing Body meeting, by the Chair of the Committee, wherever possible.
- The Chair of the Committee to give a general verbal and written report at the next Governing Body meeting.

Policies

All policies to be reviewed by the Full Governing Body

Membership

- The Head Teacher and any other school-based governors may be members but are required to declare an interest in any matter that affects them more than the generality of staff. Having declared the interest the governor is required to leave the room and to take no further part in the discussions on that item.
- Voting rights shall be restricted to members of the Committee.
- The Committee shall have the right to involve other governors and members of staff as and when agreed.
- The quorum for the meetings shall be 3 members of the Committee *with a majority of non-school based staff*

Name of Governor
Susan Convery
Eric Fairchild
Sue Gott (Vice Chair)
Maureen Holdsworth
Moira Smith

Chair of the Committee

Phil Lickley

Clerk to the Committee

Michelle Taylor

Quorum 3

These terms of reference recommended by the committee to be agreed by the Governing Body on 26/11/19

To be reviewed by the Governing Body at their first meeting of the year.