



Date last reviewed: July 2021  
Date next review due: July 2022

## Terms of Reference Finance and General Purpose Committee

### General Terms

- To act on matters delegated by the Full Governing Body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan (SDP) and Annual Improvement Plan (AIP).
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To maintain the core strategic functions of governance
  - Ensuring clarity of vision, ethos and strategic direction.
  - Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff.
  - Overseeing the financial performance of the organisation and making sure its money well spent.

### Membership

- Quoracy should be a minimum of 3 governors including the Headteacher.
- Membership may include associate members with voting rights.
- The committee may invite non-voting members as appropriate eg School Business Manager.
- The Chair and Vice Chair will be appointed to the Committee at the last meeting of the FGB of the academic year.

### Meetings

- Meetings will be once per half term and otherwise as required.
- Committee meeting minutes shall be made available for inspection (excluding confidential minutes)
- In the absence of a chair, the committee should choose an acting chair for that meeting.
- In the absence of a clerk, the committee should choose clerk from their number (excluding the headteacher)
- Draft minutes of each meeting will be circulated at the next Full Governing Board meeting and presented by the chair.
- Any decisions taken must be determined by a majority of votes of committee members present.

### **Financial policy and planning**

- To establish and maintain a three year financial plan, taking in to account the School Development Plan (SDP) and Annual Improvement Plan (AIP).
- To monitor the Annual Budget as prepared by the Headteacher/ School Business Manager and make appropriate recommendations to the Governing Board for ratification.
- To review and recommend the Governing Body's level of financial delegation to the Headteacher which is (£5000) and School Business Manager which is (£1000).
- Expenditure in excess of the delegated limits must be recommended by the committee and submitted to the full Governing Board for approval.
- To make decisions in respect of Service Level Agreements.
- To ensure sufficient funds are set aside for pay increments as set by the Pay Policy and as recommended by the Headteacher.

### **Financial Monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive budget monitoring reports six times a year from the Headteacher / School Business Manager.
- To receive Business Support reports six times a year.
- Subject to the local scheme of delegation, to approve budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school and its School Development Plan.
- To review, complete and submit the School Financial Value Standard (SVFS).
- To ensure the principles of best value are applied to all considerations.

### **Premises**

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds including health and safety.
- To ensure adequate funds are available to keep the infrastructure safe and in good repair.
- To ensure that half termly reports are provided to the committee regarding the premises and grounds to identify any issues in a timely way.
- To ensure the proper maintenance, alteration, extension and replacement of the buildings, fixtures and fittings in accordance with the needs of the school and the School Development Plan.
- To ensure the cost-efficient use of the premises in line with benchmarking information.



- To maximise the opportunity to collaborate with other schools on sharing costs or benefits from joint purchasing.
- To create a project committee where necessary to oversee any major developments.
- To promote income generation by the lettings of school accommodation and facilities.

### **Staffing**

- To ensure the school is staffed sufficiently for the fulfilment of the School Development Plan, to maintain the aims and ethos of the school and the effective operation of the school and to achieve best value.
- To ensure the staffing meets the current and future pupil numbers.
- To keep under review the staff work/ life balance, working conditions and well-being, including the monitoring of absence and staff turnover.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To oversee any process leading to staff reductions.
- To recommend to the governing body staff selection procedures, ensuring they conform with safer recruitment practice.
- To establish the annual and long-term salary budgets and other costs relating to personnel.

### **Policies**

The committee will monitor the implementation of the approved policies, plans and schemes set out as the responsibility of the Finance and General Purpose committee in the TVS Governing Body's Policy Schedule (live copy saved on GovernorHub).

These Terms of Reference should be reviewed annually. It is suggested at the first meeting of the academic year.