

St Swithun's Church of England VC Primary School

Governors' Finance and Management Committee Terms of Reference

Membership

The committee shall consist of at least four governors, plus the head teacher or his/her appointed representative. In the latter case, if the appointed representative is not a governor, he/she will be an associate member of the committee, with full voting rights.

The committee may agree to appoint associate members, and if so will decide whether they have voting rights, subject to ratification by the full Governing Board. Associate members must not outnumber governors.

The chair will be elected annually by the committee, and shall not be the head teacher or his/her appointed representative.

Clerk

The responsibilities of the clerk are:

1. to convene meetings
2. to distribute agenda and any papers to be considered at least seven days beforehand (under exceptional circumstances, there may be a shorter notice period)
3. to ensure minutes are taken and distributed to the committee members.

Meetings

The committee shall meet at least once a term. Additional meetings may be held by agreement of the committee or on the instructions of the full Governing Board.

If the chair is absent, those present with voting rights shall elect a chair for the meeting. The chair must be a governor, excluding the head teacher and his/her appointed representative

Quorum and Voting

Quorum shall be three governors, plus the head teacher or his/her appointed representative. Decisions are made by majority vote of those present, excluding associate members without voting rights. Where the voting is non-conclusive, the chair has a casting vote.

Procedures

1. The Committee will elect its Chair annually in the autumn term.
2. Minutes will be taken at all meetings and will be approved at the next meeting and proceedings will be reported at the next full Governing Board Meeting.

Responsibilities delegated by the Governing Board

1. Deciding on virements within the budget.
2. Deciding the charges for letting, private telephone calls and photocopying in the summer term.
3. Appointing the auditor of the school fund during the summer term.
4. Committee to agree and approve annual budget which is then taken to FGB for ratification.

Functions

1. To provide advice and guidance to the Governing Board on all matters relating to the financial management of the school, and on all matters relating to the premises and wellbeing of the school.
2. To annually review Financial Policy Statements in the light of medium and long term planning in the autumn term.
3. To consider the School Development Plan and management plans and draw up a current budget to be approved by the Governing Board in the spring term.
4. To monitor income and expenditure and report at least once per term to the Governing Board.
5. To agree the level of day to day financial management, including virement, by the Head and Senior Staff.
6. To arrange the auditing of non-public funds in the summer term.
7. To prepare an Action Plan in response to the Financial Audit Report.
8. To review health and safety documentation, including associated risk assessments, in the light of any significant incidents.
9. Review and investigate any accidents or incidents related to staff, pupils or visitors.
10. Discuss and agree action plans for any health and safety issues raised or identified.
11. Complete regular inspections of the school premises covering both the condition and health and safety aspects.
12. In conjunction with a member of the SLT, undertake regular audits of school cleanliness.
13. Discuss and agree action plans arising from any issues identified or raised in connection with the schools cleanliness.
14. The Committee will consult as appropriate with other interested or pertinent parties.
15. To contribute towards the regular review and development of the School Development Plan.
16. To prepare an Action Plan report in response to any identified incidents, accidents or failings covered under this committee.

Agreed by the Finance and Management Committee for approval by the Governing Board.