St Swithun's Church of England VC Primary School

Governors' Finance and Management Committee
Terms of Reference

Membership

The committee should 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.

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 (FGB). Associate members must not out-number 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 FGB.

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

The Committee will elect its chair annually in the autumn term.

Clerk to submit draft minutes to head and chair of meeting.

Head and chair to respond with any amendments, etc. within three working days.

Clerk to issue to all Governors as final draft.

Minutes to be formally agreed at next relevant meeting - that being the opportunity for those Committee members to request any changes, for agreement.

Proceedings will be reported at the next FGB.

Responsibilities delegated by the Full Governing Board

1. Authorising 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 FGB 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 authorise a current budget to be approved by the FGB in the spring term.
4. To monitor income and expenditure and report at least once per term to the FGB.
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 agree an Action Plan in response to the Financial Audit Report.
8. Review and investigate any accidents or incidents related to staff, pupils or visitors.
9. Discuss and agree action plans for any health and safety issues raised or identified.
10. Complete annual inspections of the school premises covering both the condition and health and safety aspects. In conjunction with a member of the Senior Leadership Team, undertake annual audits of school cleanliness.
11. Discuss and agree action plans arising from any issues identified or raised in connection with the school's cleanliness.
12. The Committee will consult as appropriate with other interested or pertinent parties.
13. 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 Full Governing Board.

Updated October 2021