



Finance and General Purpose Committee

Sandal Primary School Governing Body

Recommendations on Finance and General Purposes Committee's-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.

Personnel Aspects

Terms of reference

- To draft and keep under review the staffing structure in consultation with the Headteacher
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions when necessary
- To keep under review staff work/life balance, working conditions & well-being, including the monitoring of absence
- To consider any appeal against a decision on pay grading or pay awards
- To advise the Governing Body on the level of governor involvement in the recruitment and selection of staff
- To ensure all staff have a clear job description and contract of employment
- To review the in-service training needs of all staff with the Headteacher and in relation to the School Improvement Plan and ensuring sound financial management practices
- To ensure that all requirements of equal-rights legislation are adhered to throughout school

Note: Consideration of applications from staff for leave of absence outside the normal terms and conditions of relevant employment guidance and or Governing Body agreed policies and protocols to be delegated to Chair of Governors.

Financial Aspects

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To consider a budget statement including virement requests at least termly and to report significant anomalies, from the anticipated position, to the Governing Body
- To ensure that the school operates within the Financial Regulations of the LA
- To monitor expenditure of all voluntary funds received on behalf of the Governing Body

- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To prepare financial statements for inclusion in the governing body report to parents
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To ensure that a register of governors' interests is maintained
- To advise on the maximizing school income

Disqualification - Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance of any person employed to work at the school.

Premises Aspects

Terms of reference

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To monitor the condition of the fabric of the building and to authorize work within an agreed budget provision
- To oversee arrangements for repairs and maintenance
- To ensure the performance of caretaking, cleaning and catering staff are monitored and to ensure appropriate action is taken where necessary
- To agree specifications for any building work undertaken by an outside contractor, within its levels of delegation
- To ensure the security of the premises is monitored and appropriate action is taken where necessary
- In consultation with the Headteacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To establish and keep under review an Accessibility/SENDA plan

Level of Delegation

Personnel Delegation

Powers of decision making on all school personnel matters are delegated by the Governing Body as outlined above. The following functions are retained by the full Governing Body and or directed to another group:

- To approve the school staff establishment
- To review the salary of the Headteacher and Deputy Headteacher in line with national regulations and the Governing Body's Whole-school Pay Policy.

The following functions are delegated to the Headteacher;

- To authorise any leave of absence request within the schemes adopted by the Governing Body.
- To appoint temporary Supply Staff.
- To make all necessary arrangements for the appointment of staff authorised by the Committee or the Governing Body.
- To approve the working of overtime.
- To take urgent action on finance and staffing issues after consultation with the Chair of the Committee.

Financial Delegation

- The Headteacher 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.
- The Committee to have delegated powers to approve expenditure of between £10,001 and £25000 each term.

The governing body retains its powers to make decisions on:

- all other expenditure and on any question of money being vired between budget headings
- consideration and approval of the school's annual budget plan.
- consideration of any received audit reports.

The Committee operates with reference to the agreed current Finance Policy (see Appendix 1)

Buildings Delegation

The Governing Body, apart from the following functions, which are either retained by the Governing Body or the Headteacher; delegates powers of decision-making on Buildings matters;

Governing Body

- To oversee an annual maintenance programme
- To consider adaptations and developments to the building not within the agreed budget
- To approve tenders and expenditure for all building contracts in excess of £15000 which are to be funded from within the school's delegated budget

Headteacher

- To be responsible for minor day-to-day repairs and maintenance
- To manage the arrangements for the letting of school premises
- To liaise with Asset management and contractors as appropriate where such work is funded from the school's delegated budget
- To manage the day-to-day Health and Safety arrangements on school premises.

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 to one meeting of the Governing Body each term.
- An updated budget position statement to be presented to the Governing Body once a term, for their information.

Membership

- The Headteacher 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.
- The Chair for the academic year shall be:
- 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.

Review

- All of the above to be reviewed by the Governing Body at their first meeting of the year.

Chair of the Committee

Clerk to the Committee

Quorum 3, 2 of whom are non-staff governors

Date Committee established: 24 March 2013

Date of review:

These terms of reference agreed by the governing body on/...../.....

Sandal Primary School Internal Finance Policy

Rationale

- To provide clear guidelines concerning the administration of the school budgets.
- To establish terms of reference for financial matters.
- To outline the areas of responsibility within the fiscal arrangements for the school.

In the following table FGB represents the Full Governing Body, FC represents the Finance Committee.

Main Activity	Detailed tasks	Responsibility
Planning the budget	<ul style="list-style-type: none"> • Identifying priorities with reference to the School Improvement Plan (SIP) • Making recommendations & proposals • Examining projections of spending • Examining recommendations & proposals 	FGB, after input from FC following proposals from SMT / Headteacher Head + FC Bursar + Head + FC FC
Approving the budget	Deciding upon the annual allocations	FGB on recommendation of FC
Monitoring the budgets	<ul style="list-style-type: none"> • Regular reviews each month • Agreeing Quarter Returns • Review financial reports from the LA • Collating information & presenting reports to the FC who in turn report to the FGB at least once a term. Monitoring and evaluating the above and reporting headlines to FGB	Bursar + Headteacher FC Bursar + Headteacher Bursar + Headteacher FC
Virements	<ul style="list-style-type: none"> • Deciding upon major virements in connections with annual allocations & in response to in-year budget variations • Deciding upon minor virements in response to need during the course of the year 	Prior approval of FC for virements over £5000 and report to FGB Head may approve virements up to £5000

Main Activity	Detailed Tasks	Responsibility
Reconciliation of Accounts	<ul style="list-style-type: none"> • Checking the completeness & accuracy of the accounts as shown on the budgetary control sheets/ monthly income & expenditure summaries / computerised accounting system • Seeking clarification & initiating queries 	Bursar Bursar
Carry-forwards: policy on & use of retained balances	<ul style="list-style-type: none"> • Monitoring & identifying areas of overspend / underspend in course of, & at the end of financial year, reporting to FC • Consider the implications of overspends/underspends for budget planning 	Head + Bursar FC
Purchasing	<ul style="list-style-type: none"> • Approving expenditure, including long term & lease contracts 	Head under £10,000 on any one item if in SIP or annual budget. FC between £10,001 & £25,000.
Inventory	<p>Items to be included in the school inventory are:</p> <ul style="list-style-type: none"> • All single items with a value above £1000 • Items of an insurable value over £200 which are considered 'attractive or portable' 	School administrator
Income generation	<ul style="list-style-type: none"> • Planning & initiating activities • Incorporating projected income into budget planning 	FC + FGB Head + Bursar + FSC