

Great Wilbraham C of E Primary School

Terms of Reference for the Finance and Resources Committee (2022-23)

1. Membership

- 1.1. The finance committee shall consist of not less than four governors and the Headteacher (or his/her representative).
- 1.2. Other members of the governing body may attend meetings of the Finance committee and may contribute to discussions on matters under consideration.
- 1.3. Where associate members have been appointed to this committee they have voting rights but may be excluded from items involving individuals.

2. Quorum

- 2.1. The quorum shall be three governors.

3. Meetings

- 3.1. The Committee shall meet termly, or more frequently as may be required from time to time.
- 3.2. The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.
- 3.3. The committee is to report to each meeting of the full governing body.
- 3.4. The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.
- 3.5. Virtual meeting on Teams as directed in FGB Standing orders

4. Chairmanship

- 4.1. The chair of the committee shall be elected annually at the first meeting of the Autumn term.

5. Standing Orders

- 5.1. The agenda for the meeting shall be distributed at least seven days before the meeting.
- 5.2. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the governing body.

6. Terms of Reference

To take the lead on:

- Monitoring and evaluating the budget allocated to the school to achieve value for money
- Reviewing staff pay and conditions

- Agreeing procedures for staff conduct and discipline
- Setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers
- Governors to monitor and report Health & Safety by regular term visits. Completed by governor or designated person.

To accept full delegated responsibilities for the discharge of the following duties:

- Preparation and presentation of an annual budget to the full governing body for approval
- Agree the level of financial delegation to the Headteacher
- Ensure that the principles of 'best value' are adhered to
- Review, monitor and evaluate the annual maintenance programme
- Project manage maintenance, repairs and redecoration within the budget allocation
- Recommend an appropriate staffing structure to the full governing body for approval
- Recruit, select and appoint staff
- Secure the effective implementation of performance management procedures
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes
- To provide approval of significant infrastructure of projects

To provide guidance to the full governing body for the following, which cannot be delegated:

- Approval of the annual budget
- Appointment of Headteacher, and Deputy headteacher
- Approval of the staffing structure for the school

7. Declaration of Interests

- 7.1. Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

Approved by FGB 10 November 2022. For review Sept 2023.