



Finance & General Purpose Committee Terms of Reference

Agreed by Governors on; 16/10/2017

Signed by Chair of Governors: Sally Birkbeck

Sally Birkbeck

Frequency of review period; Annually

Statutory policy No

Document History:

Date	Description
21/10/13	Agreed by Governors
09/12/13	Revised by Governors
20/10/14	Agreed by Governors
06/07/15	Approved by Governors
19/10/15	Approved by Governors
05/09/16	Approved by Governors
16/10/17	Approved by Governors
01/10/18	To be approved by Governors

Safe Happy Learning

Education Co Location Co operation

Delius Special School

Finance and General Purposes Committee Terms of Reference

1. Overall Roles of the Committee

- i. 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.
- ii. To assist the Governing Body in directing the management of the school budget in support of the School Improvement Plan.
- iii. 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.
- iv. To approve appropriate policies with delegated powers on behalf of the Governing Body

2. Personnel Aspects

Terms of reference:

- i. To ensure that the Governing Body adopts all statutory policies, usually the appropriate BMDC model policies, and procedures.
- ii. To keep under review the staffing structure, in consultation with the Head Teacher
- iii. To establish and review a Pay Policy for all categories of staff
- iv. To oversee the appointment procedure for all staff
- v. To establish and review an Appraisal Policy for all staff
- vi. To oversee the process leading to staff reductions
- vii. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence with reference to conditions of service, local or national
- viii. To ensure there is governor involvement in the recruitment and selection of staff and that safer recruitment procedures are adhered to
- ix. To ensure all staff have a clear job description and contract of employment
- x. To ensure that all requirements of equal-rights legislation are adhered to throughout school

Disqualification – Any relevant person employed to work at the school, other than the Head Teacher, should leave the meeting when the subject for consideration is the pay or performance of any person employed to work at the school.

2a. The following functions are delegated to the Head teacher:

- i. To authorise any leave of absence request within the schemes adopted by the Governing Body, unless they are unusual or regular or over a day. These would be referred to the Finance and General Purposes committee
- ii. To appoint temporary Supply Staff.
- iii. To make all necessary arrangements for the appointment of staff authorised by the Committee or the Governing Body.
- iv. To approve the working of overtime.
- v. To take urgent action on finance and staffing issues after consultation with the Chair of the Committee.

3.Financial Aspects

Terms of reference:

- i. In consultation with the Head Teacher and Business Manager, scrutinise the first formal budget plan of the financial year
- ii. To establish and maintain an up to date 3 year financial plan
- iii. To consider a budget statement including virement requests at least termly and to report significant anomalies from the anticipated position to the Governing Body
- iv. To ensure that the school operates within the Financial Regulations of the LA
- v. To monitor expenditure of all voluntary funds received on behalf of the Governing Body
- vi. Every 3 years to review charges and remissions policies and expenses policies.
- vii. To make decisions in respect of service agreements
- viii. To make decisions on expenditure following recommendations from other committees
- ix. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- x. To ensure that a register of governors' interests is maintained and published on the school website together with all other statutory information regarding governors
- xi. To ensure that the Edubase data on governors is complete and up to date
- xii. To advise on the maximizing of school income
- xiii. To monitor the financial management of Friends of Delius Account
- xiv. To review and monitor the Schools Financial Values Standard

4.Buildings & Premises Aspects

Terms of reference:

- i. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- ii. To consider adaptations and developments to the building not within the agreed budget
- iii. To monitor the condition of the fabric of the building
- iv. To oversee arrangements for repairs and maintenance
- v. To ensure the performance of caretaking, cleaning and catering staff are monitored and to ensure appropriate action is taken where necessary
- vi. To agree specifications for any building work undertaken by an outside contractor, within its levels of delegation
- vii. To ensure the security of the premises is monitored and appropriate action is taken where necessary
- viii. To oversee premises-related funding bids
- ix. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy and the views of the Health & Safety Governor
- x. To establish and keep under review an Accessibility plan

4a. The following functions are delegated to the Business Manager:

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

5.Financial Aspects

Financial Delegation –

- i. The Head Teacher to have delegated powers to spend and/or vire up to £10,000 at any one time on non-recurring items without any prior reference to the Committee. However, it must

- be reported to the Committee retrospectively at the next available opportunity.
- ii. The Committee to have delegated powers to approve expenditure and virements up to a maximum of £15,000 at any one time, on non-recurring items.

5a. The governing body retains its powers to make decisions on:

- i. Consideration and approval of the school's annual budget plan on the recommendation of the Finance & General Purpose Committee.
- ii. Consideration of any received audit reports which raise concerns about the operation or financial position of the school.

6. Reporting

- i. 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.
- ii. 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.
- iii. The Chair of the Committee to give a verbal report to the Governing Body at least once each term.
- iv. The Committee will review and recommend the annual budget for final ratification by the Governing Body at the beginning of each financial year.

7. Membership

- i. The Head teacher 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.
- ii. Voting rights shall be restricted to members of the Committee including Associate Governors.
- iii. The Committee shall have the right to involve other governors and members of staff as and when agreed.
- iv. The Committee comprises 6 members including an Associate Governor currently.
- v. The quorum for the meetings shall therefore be 3 members of the Committee.

8. Review

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

These terms of reference agreed by the Governing Body /05/09/2016.

Chair of the Committee: Sally Birkbeck

Clerk to the Committee: Clerk to Governors from Bradford School Governor Service

Quorum: 3 of committee membership

Date Committee established: 04/10/2010 Date of review: July 2017