

Bonneville Primary School

Finance and Resources Committee

Terms of reference Date agreed by FGB: 10th December 2015

Signed:

Name:

Position:

Date:

1. Membership and attendance

- 1.1. The Committee shall consist of not fewer than 4 governors and the Headteacher.
- 1.2. The Committee may make recommendations to the governing body for co-option of additional non-voting members.

2. Procedures

- 2.1. The Chair will be appointed by the Governing Body.
- 2.2. The Chair has a casting vote, if required.
- 2.3. Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then reviewed at a subsequent meeting and signed by the chair if approved.
- 2.4. Minutes should be provided to the Governing Body.
- 2.5. An agenda should be sent out giving seven days' notice of meetings.

3. Quorum

- 3.1. Two Governors and the Headteacher.

4. Meetings

- 4.1. The Committee will meet at least three times in each academic year.

5. Terms of reference

- 5.1. To ensure the efficient and effective deployment of the school's financial resources, facilities and assets
- 5.2. To ensure the preparation and review of the financial policies that the school is required to have in place or that are necessary to support the proper management of the school's finances
- 5.3. To ensure that the school has in place short, medium and long term financial plans that support the school's strategic and operational goals, and which will allow the upkeep of the facilities and assets of the school

- 5.4. To ensure that an annual budget that reflects the financial plans is drawn up and presented to the Governing Body for approval
- 5.5. To agree effective procedures for monitoring the budget, to carry out the agreed monitoring, and to make recommendations to the Governing Body or to appropriate committees of the Governing Body as appropriate
- 5.6. To ensure that appropriate financial procedures and controls are implemented by the school, and these are subject to appropriate monitoring
- 5.7. To ensure that the school has in place appropriate measures for monitoring and maintaining the physical facilities and assets of the school in a manner that is safe and legal and which ensures their fitness for purpose
- 5.8. To ensure that the maintenance, upgrading and replacement of facilities and assets is properly considered in the financial plans
- 5.9. To ensure the preparation and review of any policies relating to the management of the school's facilities and assets that are required to be in place or that are necessary to support the proper running of the school
- 5.10. To agree a scheme of financial delegation to the Head Teacher and other executives that allows effective day to day financial management of the school
- 5.11. To identify any matters arising from the business of the committee that have an impact on business falling properly within the terms of other Committees of the Governing Body, or which may require the attention of the full Governing Body, and to ensure that such matters are referred appropriately for consideration

6. Extent of authority

- 6.1. The Committee shall have the authority to make decisions and carry out activities commensurate with its terms of reference as set out in section 6, with other matters being reserved to the Governing Body
- 6.2. The Committee shall have the authority to agree the monitoring and control regimes set out in section six above, and to report the same to the full Governing Body
- 6.3. The Committee shall have the authority to agree the plans and policies set out in section six above, and to report the same to the full Governing Body, with the exception of the annual budget or any substantive amendments to the annual budget should be approved by the full Governing Body

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