



QUEENS' SCHOOL

THE GOVERNORS' FINANCE AND GENERAL PURPOSES COMMITTEE

TERMS OF REFERENCE

MEMBERSHIP

Half of the members of the GB (excluding the Chair of Governors and Head, and to include one teacher governor and one parent governor. The Deputy Head (Finance), Estates Manager, Finance Liaison Governor and Accountant may be in attendance. The membership will be reviewed annually at the first meeting of the school year.

The Chair shall be elected by the committee from the membership at the first meeting of the school year and will normally hold office for one year and may be re-elected.

The Clerk to the Governors will be the Clerk to the Committee and remind the committee of the dates of the meetings as fixed by the GB, send out the agendas and take the minutes. The Committee will invite, as required, any relevant expert to the meetings to provide advice and information.

QUORUM

Three governors or half the Committee (excluding ex-officio members).

MEETINGS

There will normally be at least two meetings each term, at least two weeks before a full governors' meeting. The meetings will normally begin at 7.30 pm. Meetings should end at 9.30 pm. If the Chairman realises that the meeting will run beyond 9.30 pm he will put to the meeting at 9.15 pm, or thereabouts, a motion to continue business as appropriate and the motion will be put to a vote. If the motion is defeated items not completed by 9.30 pm will be held over to the next meeting.

TERMS OF REFERENCE

To be responsible, on behalf of the Governing Body, for establishing, maintaining and operating a system of control, monitoring and reviewing procedures which

meet the DfES requirements on Financial and HS&E issues and to provide a safe and satisfactory environment for learning.

In particular the committee will deal with:

1 BUDGETARY AND INTERNAL FINANCIAL CONTROL

- (a) Advise the GB on the application of all grant funding, including the Annual School Budget Share and special purposes grants to the school in accordance with the Education Act, the requirements of the DfES and those set out in the LEA's Handbook of Financial Regulations.
- (b) Ensure that such grants are used only for the purposes prescribed.
- (c) Recommend an annual budget to the GB including the delegation of budget responsibilities to budget managers.
- (d) Ensure that annual financial statements are produced in accordance with the relevant section of the LEA's Handbook of Financial Regulations.
- (e) Receive regular reports on the school's income and expenditure, monitor actual income and expenditure against each budget, ensuring that remedial action is taken where necessary and ensuring that the school remains solvent.
- (f) Have the authority to sanction expenditure between £10,000 and £20,000 without the further authority of the GB.
- (g) Provide guidance and assistance to the Head, Senior Leadership Team and GB in all matters relating to budgeting and finance.
- (h) Award contracts by tender up to a specific limit. (If the GB has delegated this function to budget holders then part of the committee's remit may be to review and/or oversee this).
- (i) Review the effectiveness of the financial procedures and controls within the school and respond to any recommendations made by the auditors or Finance Liaison Governor.
- (j) Provide information on the school's budget for the SEF.
- (k) Monitor staff costs and liaise with the Pay Review Committee on the matter of salaries and wages.
- (l) Advise the Chair of Governors on the response required to an audit.
- (m) Approve virements.

2 STRATEGIC PLANNING

- (a) Review financial strategy including consideration of long term planning and resourcing.
- (b) Consider each year's development plan in line with the medium term financial plan and report on the financial implications to the GB.

3 FACILITIES PLANNING

- (a) Monitor the capital requirements of the school and make recommendations to the GB as to capital expenditure and any reserving policy that might be considered appropriate.
- (b) Make recommendations to the GB concerning the general condition, usage and development of the school buildings, their fabric and sites; the provision of resources and services; any proposals for the acquisition or disposal of buildings, site and equipment, in accordance with the policy on Disposal of Assets, and health and safety requirements.
- (c) Consider whether it is appropriate to use contract or in-house services.
- (d) Undertake the setting up and monitoring of contracts for services as determined by the GB.
- (e) In conjunction with the school's building consultants/architects oversee the production of any capital bid, the allocation and claim of any capital grant, the planned maintenance programme for both the premises and the site, and monitor the progress and standard of work being undertaken by building contractors.

4 HEALTH SAFETY AND ENVIRONMENT

- (a) With regard to Health and Safety review the school's policy annually, monitor Health and Safety matters by receiving a regular report from the governor with a responsibility for them, that governor to be a member of the school management's Health and Safety Committee.
- (b) Ensure that arrangements are made by the Head, in consultation with the Estates Manager, to keep school buildings and site free of litter as prescribed in the relevant legislation.

Governor approved: September 2016

Review date: September 2017

Queens' School (Bushey) Ltd (registered number: 07650609)