



Hazelmere Junior School Governing Body

TERMS OF REFERENCE **Finance and General Purposes Committee**

The Committee will consist of the Chair of Governors, Chair of Finance and General Purposes Committee, Chair of Pupil Related Committee, the Headteacher, the Finance Manager (ex-officio position) and may have additional members of the Governing Body. Non-governor members may be co-opted onto the committee but this needs to be approved by the full Governing Body.

Membership - up to 6
Quorum - 3

Finance Objectives

- To review and approve the annual budget prepared by the Business Manager in consultation with the Headteacher and submit it to the full Governing Body for approval, if approving the budget has not been delegated to this committee. To receive reports and review at least termly the school's actual financial position compared to the budget and to take remedial action if necessary. This action will be reported to the full Governing Body.
- To approve expenditure of items from £5,001 to £10,000
- To agree any virements from £5,001 to £10,000 within the budget, but be notified of all virements
- To agree on lettings of the school buildings and to determine charges
- To ensure that audits are undertaken within the Regulations and reported to the full Governing Body
- To ensure that the School's Financial Regulations are updated and comply with legal requirements
- To decide any financial matter which arises that does not fall within the remit of any other committee
- To undertake financial aspects of and monitor the School Improvement Plan (SIP) that relates to this committee

Planning and Control

- To deal with all financial matters
- To implement the school budget
- To consult with and advise the Business Manager and Headteacher on matters relating to the finances of the school within the remit of the School's Financial Regulations
- To monitor financial aspects of the SIP

Objectives for Personnel

- To assist in the recruitment and appointment of teaching and support staff
- To consider staffing levels and salaries within the school budget
- To monitor Performance Management
- To consider applications for early retirement, secondments or leave of absence as documented in any policy

Planning and Control

- To authorise and monitor expenditure within the staffing budgets, with delegated powers for day-to-day matters being passed to the Headteacher

Appointments and Promotion of Staff

Before making any appointment governors must take note of any advice from the Headteacher (except in the case of his/her successor)

- Two governors (if possible) in addition to the Headteacher to be directly involved in the appointment of a permanent Deputy Headteacher
- For all other teaching appointments, the full Governing Body will delegate this to the Headteacher who will consult with and involve the Chair of Governors or a member of this Committee in the interview process wherever possible
- All other appointments are delegated to the Headteacher with approval by the Chair of Governors

Property

Objectives for Property

- Have oversight for the Asset Management Plan and Premises Development Plan
- Align financial management with appropriate asset management

Planning and Control

- Monitor and review all aspects of the maintenance and improvement or repair to the buildings, ground and plant
- Ensure that there are no shortfalls in the minimum standards laid down, particularly relating to Health and Safety Regulations
- Determine and review the school's Lettings Policy and authorise applications for hire of premises
- Monitor and approve appropriate expenditure relating to Capital Grants
- Appoint architects, builders, ground maintenance teams, surveyors etc. according to the established procedures laid down by the Governing Body and monitor all aspects of their work

Executive Powers

The Chair of the Committee has the right to take such urgent action as may be necessary. Any such action must be reported at the next committee meeting for confirmation.

Meetings

These will be held when required but at least once per term.

Minutes will be produced and circulated to the committee members and presented at the next full Governing Body meeting.

FINANCE & GENERAL PURPOSES COMMITTEE – TERMS OF REFERENCE agreed at the Meeting held on 2nd October 2017

Signed:
(Chair of Finance & GP Committee)

Date: 2nd October 2017

Signed:
(Chair of Governors)

Date: 2nd October 2017