



## QUEENS PARK ACADEMY

### Board of Governors Business and Finance Committee - Terms of Reference 2018-19

#### **Purpose**

To ensure financial resources are well spent in relation to the planning, execution of and support for learning.

#### **Membership and Voting Rights**

The Committee shall consist of at least four governors, the Headteacher plus relevant members of the school leadership team and other members of the finance staff. Other members of the Governing Body may attend any meeting of this committee but they may not vote.

Quorum: minimum of three governors (to include the Headteacher).

#### **Committee Chair**

At the first meeting in each academic year the Committee will appoint a governor to act as chair of the committee. The chair will not be an employee of the Academy. If the Chair is absent from a meeting, another governor may be elected to take the chair.

#### **Clerking Arrangements**

The Committee will be clerked by the clerk to the governing board.

#### **Frequency of Meeting**

The Committee will meet at least once a term and more often if required. Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

#### **Partnership with the Headteacher:**

In carrying out its functions the committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate. The Headteacher is entitled (but not obliged) to attend all committee meetings and is entitled to vote.

#### **Standing Orders:**

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full Governing Body meeting.

Where there is an equality of votes for or against a particular resolution, the matter will be referred back to the next meeting of the full Governing Body.

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.

## **Terms of reference:**

To have delegated authority from the governing board to ensure appropriate arrangements for the discharge of governors' responsibilities in relation to finance, estates, community use of the site, health and safety, catering, information technology and the following specific tasks:

### **1 Finance**

- to approve the first formal budget plan each financial year
- to review the effectiveness of financial and other control systems
- to receive and consider monitoring reports at least 3 times per year
- to ensure that all significant losses have been properly investigated and reported as appropriate, including notification to the ESFA of losses through fraud or theft in excess of £5,000
- to monitor the Academy's arrangements to secure value for money
- to approve the writing off of irrecoverable debts over £100 and the disposal of surplus and damaged equipment
- to confirm/ratify decisions made by other committees with expenditure exceeding £10,000
- to establish and review ordering and payment systems
- to set a charging and remissions policy
- to establish an anti-fraud policy
- to recommend a lettings policy and charges to the Governing Body and to oversee its implementation
- to receive, and where appropriate, to respond to reports from external auditors
- to approve and set up an expenses scheme
- to undertake a review of all insurance contracts annually
- to ensure that the school meets the ESFA requirements
- to advise the Governing Body on risk management
- to ensure capture of all business and pecuniary interests of members, trustees and senior employees

### **2. Estates/Community/Health and Safety/Catering**

To provide effective stewardship of the premises. To accomplish this the Committee will be responsible for:

- monitoring the structural and decorative state of the building
- identifying priorities for repairs and maintenance each financial year
- approving all planned repair and maintenance work of a capital nature having gone through the appropriate tendering procedures
- drawing up submissions for capital grant
- establishing and keeping under review a building development plan
- ensuring, as far as is practical, that health and safety issues including asbestos management are appropriately managed and prioritised and in accordance with relevant guidance
- monitoring arrangements for the use of School premises by outside users
- establishing policy and arrangements in relation to critical incidents

In addition:

- to build upon links with local business to encourage sponsorship or support for the school
- to market the school within the local community
- to oversee the catering business

### **3 Information Technology**

- to monitor the cost, provision, maintenance, and effectiveness of information technology systems across the school
- to monitor compliance with statutory data requirements

In addition the Committee will:

- 1 Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the Governing Body.
- 2 Contribute to Governing Body and school self-review with particular reference to OfSTED Self Evaluation Forms (SEF)
- 3 Plan, monitor and evaluate appropriate sections of the School Improvement Plan
- 4 Commission working groups where particular circumstances arise
- 4 Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee.

**Reviewed by Committee: 9<sup>th</sup> October 2018**

**Agreed by Full Governing Board: 24<sup>th</sup> November 2018**

**Signature of Chair: \_\_\_\_\_ Date: \_\_\_\_\_**

In accordance with the School's Accessibility policy all committees of the Governing Board consider Equality and Diversity issues as required by the Equality Act 2010.