



## **TERMS OF REFERENCE FINANCE AND GENERAL PURPOSES (F&GP) COMMITTEE**

### **COMPOSITION**

The Governing Board has two sub-committees:

- Curriculum & Self Evaluation
- Finance & General Purposes (F&GP)

The size and composition of the committees is determined on an annual basis at Full Governing Board, depending upon current priorities and the skills and interests of the members of the Governing Board.

### **QUORUM**

Meetings will not take place or continue until at least three governor members are present.

### **OBJECTIVES**

1. To oversee school finances and resourcing, including planning and monitoring the budget and advising the Headteacher on matters relating to school finances and human resourcing.
2. To ensure the buildings are fit for purpose, including regular review of the buildings and grounds to inform both short-term works and longer-term strategic projects to be presented to the Full Governing Board (or other committees if appropriate) for further discussion and consideration.

### **ACTIVITIES**

#### **Finances**

- To prepare the annual budget for expenditure in the forthcoming financial year and submit to the Full Governing Board for approval.
- To align the annual budget where appropriate to the school development plan.
- To review the annual budget against available and relevant benchmarking data.
- To keep under review the school's actual financial performance compared with the budgeted performance, to take remedial action as necessary and report to the Governing Board (e.g. receiving monitoring reports six or more times per year).
- To make decisions as to spending within the delegated powers given to it ensuring these decisions follow best value practice.
- To advise the Governing Board on the appropriateness or otherwise of spending requests outside the delegated powers given to it.
- To make decisions as to virements (transfers) within agreed budgets and in accordance with Financial Regulations, within the delegated powers given to it as stated in the Finance policy.
- To advise the Governing Board on the appropriateness or otherwise of virement (transfer) requests outside the delegated powers given to it as stated.
- To monitor and review the operations, finance and staffing of the Hatherop Breakfast Club and After School Club.
- To have oversight of the Asset Management Plan.
- To monitor and approve appropriate expenditure relating to Capital Grants.

## **Buildings**

- To review the usage and condition of the school grounds and buildings on a regular basis.
- To monitor and review all aspects of maintenance and improvement or repair to the buildings and grounds.
- To appoint architects, builders, ground maintenance teams, surveyors etc according to the established procedures laid down by School Governors and monitor their work.
- To ensure that a strategic plan exists as necessary for the school grounds and buildings and formulate appropriate plans to undertake and monitor these works e.g. workings groups.
- To ensure that there are no shortfalls in the minimum standards laid down, particularly relating to Health & Safety Regulations.
- To ensure that the character of the school building is retained.
- To consider the environmental impacts of all work and improvements carried out at school.
- To review maintenance records and programmes of work as required.
- To report all aspects of improvement and requirements for the smooth running of the school, in relation to the premises, to the Full Governing Board.

## **Staffing**

- To review staffing policies and procedures on a rolling basis according to the schedule prepared by the Headteacher and make recommendations to the Full Governing Board.
- To prepare strategies for long term Human Resources using benchmarking information.

## **Policies and procedures**

Review and monitor the following policies relating to the following:

- Finance and charging policies
- Health and Safety
- Admissions
- Capability and conduct
- Pay
- Complaints

## **Other**

- To undergo training where necessary.
- To recommend to the Full Governing Board the appointment of any fixed-term associate members or Co-opted Governors with specific skills or knowledge appropriate to the needs of the committee.
- To delegate powers for day-to-day matters to the Headteacher.

## **MEETINGS**

Committee meetings will be held on an 'as required' basis but at least 3 times a year. The Clerk to the Governors will minute each meeting. In his/her absence, a member of the committee will make a record of all proceedings at each meeting. Minutes will be circulated to members within seven days of the meeting and shared for discussion at the next Full Governing Board meeting.

The committee will liaise with or invite members of other committees or other stakeholders (e.g. staff members) to attend its meeting as is deemed appropriate. Any matters that may be in conflict with the work of another committee must be referred to the Full Governing Board.

*Approved by FGB on 21<sup>st</sup> September 2021*

Date of next review is September 2023