



## FINANCE AND GENERAL PURPOSES – 2022-23

### **Introduction**

The Governing Body can delegate functions to a subcommittee, subject to prescribed restrictions. The Governing Body agrees the level of delegation to this committee via this Terms of Reference, which is reviewed and agreed annually. Outside of this review period, amendments can be agreed and applied by the Governing Body.

### **Statement of Remit**

The Finance and General Purposes Committee will challenge and support the Management Team, with the aim of ensuring that all staff employed in the school are valued, treated equitably and are encouraged to achieve their full potential to the mutual benefit of the individual and the school.

### **Decisions taken by the committee must;**

- be consistent with and seek to achieve the priorities identified within the School Development Plan;
- accord with the governing body's Equal Opportunities Policy, Race Equality Policy, Equality Scheme and Equal Opportunities Legislation;
- have regard to any budgetary constraints.

<b>Members:</b>	<p>Mr Danny Downs (Chair), Mrs Yvonne Rowland, Mrs Claire Almond (Vice Chair), Mr Jordan Percival, Mrs Sarah Jones (Head Teacher), Mr Leighton Baldwin, Mr Julian Gibson</p> <p>Mr Stephen Porch – Bury Finance is invited to present the finance updates</p> <p>This committee may decide, from time to time to allow additional members to attend meetings at which particular items of business are to be considered. Such members, however, will not have voting rights.</p>
<b>Chair:</b>	Mr. D Downs
<b>Vice Chair:</b>	Mr J Gibson
<b>Quorum:</b>	At least 5 Governors (may include Head Teacher)
<b>Clerk:</b>	By rotation
<b>Convening Meetings</b>	The Finance and General Purposes Committee will meet a minimum of once per term.

	In addition the Chair, the Headteacher, or any two members of the Committee may request a meeting. Committee members shall be given at least seven calendar days notice of a Committee meeting
<b>Appointment of the Chair and Clerk</b>	The appointment of the Chair of the Committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year
<b>Role of Committee Chair</b>	<p>Ensure meetings are conducted in accordance with the St Mary's Board of Governance guidelines</p> <p>Draw up the agenda (in liaison with Headteacher and other Governors as necessary) and gather together the necessary paperwork, such that these are circulated 7 calendar days in advance of meetings.</p> <p>Ensure the committee, on an annual basis, sets and then follows a broad timetable of activity that, together with Terms of Reference, is reviewed by Full Governing Body.</p>
<b>Role of Committee Clerk</b>	<p>Provide draft minutes to committee members within 7 calendar days of a meeting being held.</p> <p>Minutes must record those present and any apologies.</p> <p>Minutes must record business conducted at the meeting, including decisions taken, challenges made and questions asked, such that all members of the governing body can be aware of committee business</p>

**LINK TO THE SCHOOLS AIMS:**

Aims, Values and Ethos	Committee Role
° Delivering an inspiring, stimulating and challenging curriculum.	To ensure there is sufficient finance and resources to deliver an exciting curriculum
° Teaching children in an enthusiastic and passionate way	To ensure the budget is spent to support the professional development of staff
° Engaging and exciting every single child to learn as much as they can.	Ensuring the school has the resources, staff and environment for this to take place in every lesson
Providing opportunities to encourage children's independence	
Recognising and nurturing the needs, strengths and talents of every single child	
° Showing children how to respect each other and those around them.	
° Preparing children for their life beyond St. Mary's Primary School.	
Developing children as active international, national and local citizens, who celebrate and respect different cultures, faiths and ways of life.	

Providing children with opportunities to think and reflect on the awe and wonder of God's creation	
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**TERMS OF REFERENCE:**

**FINANCIAL MANAGEMENT  
NOTE:**

In accordance with the Council’s Standing Orders:

- Financial decisions will always reflect the principles of best value.
- 1. Wherever practical three written quotations should be obtained for the purchase of goods and services not involving pre-negotiated contracts including suppliers’ catalogues – excepting those for a value less than £500.
- 2. Where expenditure on the purchase of goods and services where contract value is likely to exceed £5,000 at least three written quotations should be obtained
- 3. For purchases where the contract value is likely to be above £25,000, governors must advertise for tenders in a local journal and/or in a relevant professional/trade journal and where possible at least three written quotations must be received. Where SCA bids are involved – AHR are responsible for the procurement process.

**Governing Body**

- will determine overall financial management policy in light of the Bury scheme for financing school
- will ratify annually the initial school spending plan
- will approve single purchases **above £5,000**
- will approve virement of funds **above £2,500**
- will receive termly monitoring reports

**Finance Committee**

- will approve single purchases **above £3000 and up to £5,000**
- will approve virement of funds **above £1500 and up to £2,500**
- will be responsible for accepting tenders in line with stated policy
- With the assistance of the Head Teacher will prepare initial spending plan to support the priorities of the School Improvement Plan
- will receive regular monitoring reports and will prepare a termly report for the full Governing Body
- will be responsible for overseeing financial management procedures and standards and for reviewing standards and documentation in light of guidance from the Local Authority, Ofsted, DFE
- will receive and where appropriate respond to periodic LA audit reports on the school’s financial management procedures
- will ensure the audit of PTFA funds and voluntary school funds for presentation to the Governing Body

### **Head Teacher/Deputy Head Teacher**

- will be responsible for preparing a draft spending plan for submission to the Finance Committee
- will be responsible for day to day financial management including single purchases **up to £10,000**, all expenditure to be in support of the school spending plan and following the appropriate procurement procedures.

*orders must not be split or otherwise placed, in a manner devised so as to avoid the financial limits set within the scheme of delegation.*

- will approve virement of funds **up to £1,500**
- will be responsible for maintaining financial management systems
- will be responsible for administering any further delegation

### **Subject Co-ordinators**

- authorised to spend monies delegated by the Head Teacher on curriculum areas in line with the school spending plan.

### **Deputy Head**

- will assist Head Teacher in preparing initial spending plan

### **Finance Clerk**

- will be responsible for maintaining financial records and monitoring systems
- will prepare monthly monitoring reports for the Head Teacher

### **LA Budget Manager**

- will prepare budget monitoring reports every 4 months, prior to the Finance and General Purposes Committee meeting.

### **FINANCIAL GOVERNANCE**

To review and prepare annually, the following financial documents:

- ∞SFVS (School's Financial Value Standard)
- ∞BVS (Best Value Statement)
- ∞SIFC (Statement of Internal Financial Control)

### **PREMISES MANAGEMENT**

#### **Terms of reference:**

1. To provide guidance and assistance to the Head Teacher and Governing Body in all matters relating to premises and physical resources.

2. To ensure inspection of the premises and grounds, and prepare a statement of priorities for maintenance and development.
3. To approve the costs and arrangements for maintenance, repairs, fittings and furniture, and redecoration within the budget allocation and to oversee the preparation and implementation of building contracts.
4. To monitor the school's compliance with Health and Safety regulations.
5. To receive and consider audits of the buildings and fabric and recommend remedial action if required.
6. To ensure any necessary liaison with the local authority's Property Services Department.
7. To monitor and review services from external providers and, where necessary, procure new services.
8. To prepare, implement and review from time to time a lettings and charges policy for the approval of the Governing Body.

1. The Head Teacher is authorised to incur expenditure on day to day repairs and maintenance, equipment and materials within the approved spending plan.
2. To monitor the disposal of assets.

## **COMMITTEE'S CONTRIBUTION TO SCHOOL SELF-EVALUATION**

### **The effectiveness of safeguarding procedures**

### **The effectiveness with which the school deploys resources to achieve value for money**

- Through highly effective, rigorous planning and controls, governors ensure financial stability, including the effective and efficient management of financial resources such as the pupil premium funding. This leads to the excellent deployment of staff and resources to the benefit of all groups of pupils.
- Governors ensure that the school has a clear vision and strategy and that the resources are managed well.