

## Stoke Park School Governing Body

### Finance and General Purposes Sub-Committee

#### Terms of Reference

<b>Membership</b>	Governors	Cllr Sucha Bains Lady Doris Butterworth Mrs Meral Osman Mr Steve Meehan Mr Steve McFadden Mrs Sue Jones
	In attendance	Mrs Christine Clough
<b>Quorum</b>		Minimum of 3 Governors
<b>Chair</b>		Ms Mairi McIntyre (The Chair will be elected by voting members of the Committee at the first meeting of each school year)
Vice Chair		Steve McFadden
<b>Meetings</b>		At least one per term. Meetings will be called by the Clerk to the Committee after consultation with the Chair of the Committee and the Headteacher
<b>Remit</b>		To act on behalf of the governing body in matters relating to: <ul style="list-style-type: none"><li>• Finance</li><li>• School Development/Improvement Plan<ul style="list-style-type: none"><li>• premises</li><li>• health and safety issues</li></ul></li></ul>

## **The Remit of the Finance and General Purposes Sub-Committee in detail**

### **Finance**

Governors' Finance and General Purposes Sub-Committee Terms of Reference

#### ***Delegated Powers***

To act on behalf of the governing body on:

- Actions following financial advice provided by the City Council and set down in the Finance Manual
- Ensure compliance with the Schools' Financial Value Standard (SFVS)
- Financial policy statements, including long term planning and resourcing and statement of internal controls (SFVS)
- Levels of financial delegation and monitoring such delegated powers
- The awarding of contracts
- Termly budget monitoring (with the Headteacher)
- Expenditure patterns, ensuring that educational outcomes, cost effectiveness criteria and financial implications inform decision making
- The auditing arrangements for school fund and other voluntary funds to ensure funds are properly audited
- LA auditors' reports on the school budget
- Performance criteria to evaluate spending decisions and budgetary performance
- Virement of funds as delegated within the delegated limits and to recommend to the governing body any virement above that figure
- Activities to generate income (with the Headteacher)

#### ***Other Responsibilities***

To consider and make recommendations to the governing body on :

- A budget for the year based on development priorities (eg School Development/Improvement Plan)
- Policies on charging and remissions, debtors and disposal of equipment

- To ensure that the school fund and other voluntary funds are properly audited annually for presentation to the governing body

## **School Development/Improvement Plan**

### ***Other Responsibilities***

To consider and make recommendations to the Governing Body on:

- The school development/improvement plan, ensuring that :
  - the staff are consulted
  - targets, priorities, implementation, monitoring and evaluation are included
  - the plan relates to educational outcomes and the raising of standards
- Action plans following an Ofsted inspection

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## **Premises**

### ***Delegated Powers***

To act on behalf of the governing body on:

- Advice provided by the City Council and set down in the Premises Manual
- A statement of priorities for the maintenance and development of the premises and grounds after inspection annually
- To keep under review the School Accessibility Plan
- The cost arrangements for maintenance, repairs and redecoration within the budget allocation and in association with the School Site Officer's reports and advice
- The preparation and implementation of contracts
- The quality of cleaning and grounds maintenance

### ***Other Responsibilities***

To consider and make recommendations to the governing body on :

- A lettings policy and charges

## **Health and Safety**

### ***Delegated Powers***

To act on behalf of the governing body on:

- Advice received from the City Council or other bodies on health and safety matters, including advice set down in the Health and Safety Manual
- The school's compliance with health and safety regulations
- Reports and action following the termly site safety inspection

### ***Other Responsibilities***

To consider and make recommendations to the governing body on :

- A school health and safety policy, including risk assessment