

## **Model Terms of Reference - Finance Committee**

### **Name of Committee**

Finance Committee (or relevant name agreed by the Governing Board)

### **Purpose**

To ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget.

### **Membership**

The membership could include any member of the Governing Board, school bursar/business manager and associate members.

### **Quorum**

Three governors

### **Terms of Reference**

1. To ensure the school adheres to the local authority's conditions of the Scheme for Financing Schools and Financial Regulations.
2. To ensure the school meets the relevant statutory requirements in relation to the School Financial Value Standard (SFVS) and that financial resources are managed effectively and the school provides value for money.
3. To produce the annual budget for presentation to the Governing Board for approval including the delegation of responsibilities to budget managers.
4. To monitor the budget on a regular basis and provide termly updates (as a minimum) to the Governing Board
5. To exercise virement between heads of expenditure of the budget up to a limit of £xxxx (as agreed by the Governing Board)
6. To make decisions in respect of service agreements and contracts up to a specified limit.
7. To make recommendations to the Governing Board with regard to a policy on charging and remissions.
8. To oversee the longer term strategic planning of the school finances.
9. To review reports by internal audit as to the effectiveness of financial procedures and controls.
10. To monitor the income and expenditure of all non-public (voluntary) funds and ensure an audit of these funds is carried out annually.
11. To ensure that finance committee minutes and all decisions made are reported to the next meeting of the Governing Board.
12. To ensure that there is a Governor Allowances policy in place