

# Finance Committee

## Terms of Reference:

- In consultation with the Headteacher, to approve the first formal budget plan of the financial year.
- To monitor and up-to-date 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that the school operates within the Financial Regulations of the County Council.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service arrangements.
- To make decisions on expenditure following recommendations from other committees.
- To undertake the delegated authority to approve Committee related policies on behalf of the Full Governing Body.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- To monitor the Nursery budget including virement decisions at least termly and to report significant anomalies from then anticipated position to the Governing Body.
- To take action on any matter specifically delegated to the Committees by the governing body from time to time.
- To monitor the following section of the School Evaluation Form 'Section A4 Leadership and Management',
  1. The responsibilities of the governing body, its committees, the headteacher and staff in respect of finances are clearly defined and the limits of delegated authority are delineated as a regular agenda item.

**Disqualification** – Any relevant person employed to work at the school other than the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

**These terms of reference were agreed by the Governing Body on 17.10.17**

## Name of Governors

George Bishop  
Jamie Crawford  
Susan Ashworth

Louis Wilson  
Jon Kettle

Guy Walsh  
Amanda Townsend

**Chair of the Committee:** George Bishop

**Vice Chair of the Committee:** Louis Wilson

**Quorum = 5**

**Date of Review:** October 2018