

Finance & General Purposes Committee

Terms of Reference



THE NORTON
KNATCHBULL
SCHOOL

Make up of the committee

Governor Membership	No fewer than 3 Governors, appointed by the Full Governing Body plus the Head Teacher
Additional Members	Membership of the Committee may also include additional persons who are not Trustees to add to the skills and expertise available. Such additional members (ie non-Governors) will not be entitled to vote
Quorum	Three Governors excluding the Head Teacher The quorum is the minimum number of members of the Committee necessary to conduct the business of the Committee
Meetings	No fewer than six times per annum
Attendees	The Chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the business. Lead members of the Senior Leadership Team whose area of responsibility includes matters relative to the Detailed Delegated Responsibilities of the Committee listed below, and which are relevant to items on the agenda, shall be expected to attend meetings of the Committee.
Confidentiality	The Committee is entitled, wherever it is satisfied that it is appropriate to do so, to go into confidential session and (subject to the rules of quoracy) to exclude any, or all, participants and observers, except the Clerk.
Chair	The Chair will be appointed by the Committee members annually
Vice Chair	The Committee may appoint a Vice/Deputy Chair if it so wishes.
	In the event of the Chair or Vice/Deputy Chair (if one exists) of the Committee being unable to attend, the remaining members shall elect one of their members as Chair for the meeting.
Clerk	The meetings will be clerked by the Clerk to the Board of Governors

Brief

The Committee will provide financial scrutiny & oversight of the school's finances, ensuring that the school operates within the financial regulations of the Academies Trust Handbook, school finance policy

Finance & General Purposes Committee

Terms of Reference



THE NORTON
KNATCHBULL
SCHOOL

and complies with any DfE and ESFA requirements, responding to any issues arising from the internal and external audits and ensuring solvency, probity and value for money.

Detailed Delegated Responsibilities

To this end the Committee will:

1. receive management accounts at each meeting, showing budget, actual to date, predicted future income and expenditure, ensuring that any appropriate action is taken and report to the full Governing Body on the current position;
2. evaluate and recommend the three year budget plan, which shows clear links to the School Improvement Plan, for approval by the Board of Governors;
3. review annually the Finance Policy and agree levels of delegation for approval by the Board of Governors.
4. report monitoring and end of year position to the Board of Governors, highlighting any significant variances as reported by the appointed Auditors
5. evaluate and recommend the annual Accounting Officers Statement of Governance and evaluate and recommend the Statement of Governors' responsibilities.
6. evaluate and recommend the annual set of Audited Accounts be submitted to Companies House
7. approve CIF and other bids for grant monies towards building and refurbishment projects. No bids are to be submitted or amendments made to bids already agreed without their prior approval of the Finance & General Purposes Committee.
8. make decisions in respect of service agreements and insurance.
9. advise the Board of Governors of any consultations to change Funding Agreement or Funding methodology
10. evaluate any proposed virements
11. evaluate and report on Tenders for Contract Services to the Board of Governors
12. benchmark the school's financial performance and report to the Board of Governors

AUDIT SUB Committee:

Via an audit sub-committee comprising governors (but excluding any employees) the Committee will

1. Collaborate with external auditors and report to the board any findings or recommendations.
2. direct the work of internal auditors to provide assurance to the board concerning the suitability of, and compliance with, its financial systems and operational controls
3. Review other assurance activities by third parties including fraud investigation, ESFA FMGS reviews and funding audits
4. Assess the effectiveness and resources of the external auditors and recommend their appointment to the board
5. Produce annual internal scrutiny report on the committee's conclusions on internal audit coverage for submission to the ESFA
6. agree a programme of work to provide assurance on financial and non-financial controls and risks
7. ensure that information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims completed by the trust is accurate and in compliance with funding criteria



8. review the School's risk register and ensure that risks are being adequately identified and managed, and highlight any significant concerns to the Board of Governors.

POLICIES:

The Committee will review annually the following policies for approval by the Board of Governors:

- 1) Pay Policies
- 2) Financial Handbook

PREMISES

The Committee will approve the School premises annual maintenance budget and oversee the expenditure of budget lines dealing with buildings, grounds maintenance and playing fields, in particular:

- environmental issues
- condition surveys
- repairs, modifications and refurbishment of School infrastructure including buildings, utilities, lifts, equipment, pipework and systems
- new builds and expansion projects
- telecoms, communication and alarm systems
- grounds maintenance contracts
- trees and shrubs
- landscaping
- decoration and general upkeep
- waste recycling and collection

The Committee will ensure premises and equipment inspections take place at regular intervals and receive a report. and agree policy statements associated with School buildings, premises and grounds

HEALTH AND SAFETY

Via a Health & Safety Governor the Committee will

1. monitor the operation of the Health and Safety Policy and ensure current practise reflects procedures in the Policy
2. Monitor health and safety training undertaken by staff
3. Receive the annual health & safety audit report and monitor actions
4. Receive regular reports on accident statistics and near misses.

GDPR

Via a GDPR Governor the Committee will

1. Receive and monitor reports from the DPO
2. Review, approve and consider implementation of the Data Protection Policies

Meeting structure

Meetings Committee meetings will be held on an as-required basis but at least once a term.

Finance & General Purposes Committee

Terms of Reference



THE NORTON
KNATCHBULL
SCHOOL

The Clerk will make a record of all proceedings at each meeting.

Minutes will be circulated to members of the Committee within 14 days of the meeting

The minutes of Committee meetings shall be subject to public disclosure under the Freedom of Information Act 2000. Where requests are made, the Clerk shall, with legal advice where necessary, release such information as is not subject to exemption under the terms of the Act. The committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate. Any matters which may be in conflict with the work of another committee must be referred to the FGB.

Reviewed and recommended by the Finance and General Purposes Committee	3 rd May 2024
Approved by FGB	21 st May 2024

Jane Burnett Chair of Governors
Signed on behalf of the Governing Body