

Finance and General Purposes Committee: terms of reference

Purpose:

- To be responsible to the Governing Body for the effective assurance of the management and control of the financial affairs, assets and human resources of the School.
- To formulate, for the approval of the Governing Body, strategies and policies for the effective management and control of the financial affairs of the School.
- To discharge other responsibilities as may be delegated by the Governing Body through the Committee's terms of reference.

Membership and quorum:

The membership of the Committee shall comprise:

- A member of the School's Governing Body (other than the Head Teacher), to act as Chair;
- The Head Teacher
- At least two other members of the School's Governing Body;
- Up to two co-opted members who are not members of the Governing Body.

The quorum will be three members of whom two must be members of the Governing Body. Where a matter is put to a vote, the majority of members present shall be members of the Governing Body.

The following non-members may be in attendance:

- The Business Manager
- The Secretary of the Committee (to be appointed by the Chair)
- The Chair of the Governing Body (if not a member of the Committee)
- Other staff of the School as required

The Head Teacher shall not be present during any discussion of the Head Teacher's remuneration or performance. The Head Teacher shall not be a member for items where audit and risk matters are discussed.

The Governing Body will appoint the Chair of the Finance and General Purposes Committee. In the absence of the chair, the Committee shall nominate one of its members to act as chair for the duration of the meeting.

Members of the Committee other than those serving ex officio shall be appointed by the Governing Body for a term of four years (or such other period as the Governing Body shall determine), which may be renewed at the discretion of the Governing Body.

Meetings:

The Committee shall meet at least once every term; extra meetings may be called by the Chair as required.

Agendas:

Agendas and papers shall be circulated to all members of the Committee (and for reference purposes to non-members in attendance) one week before the meeting by the Secretary in consultation with the Chair of the Committee. Minutes and papers of the Committee shall be available to all members of the Governing Body (provided that papers relating to the pay and performance of the Head Teacher shall not be accessible to the Head Teacher).

Minutes:

Following approval by the Chair, draft minutes shall be circulated to the Committee by the Secretary within one week of the meeting, prior to inclusion in papers for the next full Governors' meeting.

Reporting and review:

Decisions by the Committee shall be reported to the next meeting of the School's Governing Body through the Committee's draft minutes.

The Governing Body is responsible for approving the Committee's terms of reference and shall review them annually.

Terms of reference

- To consider the School's indicative funding, notified annually by the DfE, and from other sources, and to assess their implications for the School, in consultation with the Head Teacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body.
- To consider and recommend acceptance/non-acceptance of the School's budget, at the start of each financial year to the Governing Body.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the School, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.
- To prepare the financial statement to form part of the annual report of the governing body for filing in accordance with Companies Act and Charity Commission requirements
- To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings. To approve, for recommendation to the Governing Body, the annual accounts of the School.
- To recommend to the full Governing Body the appointment or reappointment of the auditors of the School.
- To monitor expenditure of all voluntary funds kept on behalf of the

Governing Body

- To set up, appoint members to and monitor the Investments Committee, reporting to the Governing Board twice a year.
- To maintain an overview of the School's assets and ensure an up-to-date asset register is maintained together with an annual inventory
- To approve and keep under review the risk register
- To have oversight of all health and safety-related policies and issues
- To approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review.
- To approve and keep under review a Performance Management policy for all staff.
- To determine whether sufficient funds are available for pay increments as recommended by the Head Teacher in the light of annual performance review.
- To take responsibility for the Head Teacher's performance review and specifically:
 - to discuss and agree the Head Teacher's annual performance targets
 - to monitor progress towards these targets and decide whether the targets have been met
- To recommend to the Governing Body awards for the successful meeting of targets set.
- To approve and keep under review the following policies:
 - Health and Safety
 - Pay Policy
 - Staff Appraisal Policy (Performance Management)
 - Staff Code of Conduct (including ICT use)
- To ensure that the following policies and procedures are in place:
 - Staff Disciplinary Procedures
 - Leave of absence policy
 - Whistleblowing procedures (Reporting wrongdoing)
 - Staff grievance procedures.
 - Staff capability procedures
- To have due regard to the requirements of the Equality Act (2010) when discharging its responsibilities relating to human resources and to monitor the equality and diversity dimensions of the School's human resources policies.
- To approve the terms of reference of appeal panels dealing with staff disciplinary, capability and grievance appeals.

Approved by the Board of Governors at its meeting held 13 December 2021.