

Mount Pleasant Primary School – School Governing Body:



Sub committee – Finance and General Policy Committee

Purpose:

There will be at least one termly meeting to act as the major decision making body and to decide on all matters concerned with financial expenditure – effectively managing the school's delegated budget.

Committee Structure:

Minimum of 3 governors nominated by the Full Governing Body including the Chair of the Governing Body.

Headteacher

Business Manager/Office Manager

Deputy Head – Observer

Co-opted advisors when necessary

Regular Items/Terms of Reference:

- To oversee effective management of income and expenditure within the school budget in line with Finance Regulations and Standing Orders
- To receive regular budget monitoring reports showing the financial expenditure and remaining budgets, the administration of which has been delegated to the Headteacher.
- To receive and act upon any outcomes of the Audit/SFVS report
- To agree any virements in year (see attached virement policy)
- To receive a report of expenditure in excess of £2,500.
- To approve expenditure in excess of £5,000
- To agree with the Headteacher, specific areas of the budget to be delegated to specific staff to spend.
- To have oversight of all matters pertaining to the Governor's responsibility for the buildings and grounds.
- To receive and agree quotes, resolve any standing order or purchasing issues
- To agree the 'buying back' of traded services and other contracts
- To determine the Lettings Policy, Charging and Remissions policies.
- To respond to issues and make appropriate policy decision concerning the efficient daily running of the school including meeting all statutory duties (e.g, Health and Safety, Personnel matters/staffing, attendance, SEN provision)
- To inform the Full Governing Body of all decisions made by this committee.
- To regularly carry out a Governors' register of business interests
- To receive and act upon decisions made by the Safeguarding Committee.
- To receive a termly report on School Funds

Autumn Term:

- To review the F & GP Committee Remit
- To receive and act upon decisions made by the Headteacher's Performance Management Panel.
- To receive and act upon decisions made by the Pay Committee regarding the outcomes of Performance Management for other teaching staff, including those on the Leadership Pay Spine
- To approve the Pay Policy & Teacher's Appraisal Policy
- To appoint the School Fund Auditor (Full Governing Body agenda item)
- To present the School Fund Accounts
- To agree the School Fund Constitution
- To complete the Statement of Internal Control
- To review the Governing Body Decision Planner
- To review the Governing Body Roles and Responsibilities
- To review the Governing Body Financial Skills Matrix
- To receive and discuss any actions relating to the Benchmarking Report
- To review the Lettings, Virement and Charging and Remissions Policy

Spring Term:

- To review the Business Continuity Plan
- To approve a balanced budget for the next financial year; taking into account the identified

needs of the school (SDP)

- To receive the Annual Inventory Report and Asset Disposal Register

Summer Term:

- To finalise and approve the Reserves return.

Amended 16.10.17