

**TERMS OF REFERENCE FOR THE
FINANCE COMMITTEE
OF
DEAN VALLEY COMMUNITY PRIMARY SCHOOL GOVERNING BODY**

CONSTITUTION:

The Membership of the Committee will be as per the membership grid agreed at each Autumn Term full Governing Body meeting.

A quorum will be at least three Governors.

The Chair of and the Clerk to the Committee will be elected by a quorum of the Committee members. These posts will be reviewed annually in the Autumn Term.

The Head Teacher cannot Chair or Clerk a meeting.

The Finance Administration Assistant will attend finance committee meetings but will not have voting rights.

TERMS OF REFERENCE:

1. To provide guidance and assistance to the Head Teacher and the full Governing Body in all matters relating to budgeting and finance. This will include preparation of the annual budget for ratification by the full Governing Body, taking into account the priorities determined by other committees and set down in the School Improvement Plan and OFSTED Action Plan (and with reference to paragraph 9 below).
2. To prepare and review financial policy statements, including consideration of long term planning and resourcing, in accordance with the School Improvement Plan.
3. To have authority to vire between headings during the financial year as need arises, providing this does not result in any overspend at the end of the financial year. The Head Teacher also has authority to vire between headings up to a limit of **£5,000**.
4. To determine and report to the full Governing Body the level of financial authority to be delegated to the Head Teacher for the day to day management of the school and to review this annually. The limit is currently **£5,000** per one item. Amounts above this should be referred to the Finance Committee for approval unless commitment to and approval for the expenditure has already been made in the budget setting process.

5. To determine and report to the full Governing Body the spending limit for curriculum coordinators and to review this annually. The limit is currently **£150** per one item. Amounts above this should be referred to the Head Teacher for approval.
6. To have authority to agree the use of any sums held in contingency / reserve having regard to the priorities established in the School Improvement Plan and up to a limit of between 3% and 8% of the school budget.
7. To receive and review regular budget monitoring reports from the Head Teacher and report back to the full Governing Body at their termly meeting. To recommend corrective/remedial action where significant variances from planned income/expenditure arise.
8. To arrange for an audit/independent examination of the School Fund to take place at least once in every twelve months and to ensure that a certificate of audit / independent examination is presented to the Governing Body and a copy sent to the LA.
9. To ensure that appropriate financial regulations (currently FMSIS), including write offs, are followed carefully within school and that any recommendations from Audit Reports are fully implemented.
10. To determine in each school year the sum of monies available for expenditure on salaries. If appropriate, to liaise closely with the Personnel Committee to ensure appropriate levels of finance are available to ensure that teachers are properly rewarded within the structure established by the Schoolteachers' Pay and Conditions Document. This includes liaising over staff numbers and the results of any recommendations resulting from the performance management review.
11. Where the school operates facilities under the 'Extended School' Regulations, to ensure that there is no net impact on the School Budget Share.
12. To ensure minutes, with decisions and action points, are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to Governors.

These terms of reference were agreed at the Finance Committee Meeting held on 28 February 2008.

They were approved at the full Governing Body meeting held on 6 March 2008.

These terms of reference will be reviewed annually in the Autumn Term.