

Woolhampton Church of England Primary School



Terms of Reference for the Finance & Resources Committee **for the Academic Year 2023 – 24**

Membership

Membership is appointed on an annual basis by the Full Governing Body (FGB). The membership of the committee shall be no less than three voting governors which includes the Head Teacher. In addition, the Finance Officer will be a non-voting member.

Quorum

A quorum shall consist of a minimum of three Governors. If the meeting is not quorate the members present may sit as a working party of the Governing Body if they wish. A working party may only discuss matters and has no power to make binding decisions.

Meetings

Meetings will usually be held six times a year (twice each term). At least one meeting will be scheduled to prepare the annual budget.

Officers

A Committee Chair will be appointed annually at the first committee meeting of each academic year. The Chair shall not be an employee of the school. If the Chair is not present, a chair (non-staff governor) may be approved as temporary chair for the meeting by the members present.

Agendas

Agendas are to be produced by the Clerk in conjunction with the committee chair and distributed to committee members at least 7 days prior to the meeting.

Minutes

The Clerk will produce minutes within 2 weeks of a meeting, these will be reviewed by the committee chair. A draft version of the minutes will then be circulated to all governors. Draft minutes from the previous meeting will be reviewed for approval, along with all matters arising, at the next meeting held by the committee.

Reporting Back

The Chair of the Committee, or representative, will report any outcomes to the next FGB meeting that follows a meeting of this committee.

Matters of Urgency/Emergency Powers

If a matter of urgency arises relating to the finances and/or buildings/premises of the school, the committee Chair is required to consult with as many members of the committee as possible in order to make a decision. This decision shall be ratified at the next committee meeting or FGB meeting, whichever comes first.

Delegated Powers

The committee will have delegated powers from the Governing Body as set out in the Finance Policy.

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The committee have delegated powers to review and update policies as listed in this document (plus any other policies assigned to the committee by the governing body) on a regular basis. Recommendations for approval or update will be forwarded to the governing body for ratification.

In line with a set annual timetable to confirm with the requirements of the LA (Local Authority) and other government bodies, the committee will review and agree the annual budgets for all sources of school income and all school expenditure relating to all activities undertaken by the school for recommendation to the Governing Body for approval. When reviewing the budget the committee shall consider the aims and objectives of the school and the SDP and ensure that the budget supports and reflects these as far as possible.

Review reports from the Finance Officer and Headteacher on income and expenditure and commitments outstanding for all the schools activities during the financial year and to agree any expenditure and virement beyond the powers delegated to the Headteacher as determined by the Finance Policy.

To monitor and review the processes and procedures by which the school achieves best value in its use of funding, including overseeing the decisions whether to 'buy-back ' into Local Authority service provisions or to choose alternative providers and regularly benchmarking the school's income and expenditure, establishing action plans based on the results to improve the schools effectiveness in fund usage. To prepare on an annual basis a self assessment of how the school achieves value for money and to report this to the governing body.

Inventory – to receive and review an inventory report on an annual basis, to be signed off once approved by the chair of the Committee (needs to be consistent with Financial management policy).

To monitor and review the management of private school funds. To appoint a suitably competent and independent auditor [who should have access to all records and the policy on the school fund's operation] and receive the audited accounts of the School Fund.

The committee shall also have the responsibility for procedures relating to the pay of all staff.

Function/Tasks

The Committee shall review, on behalf of the Governing Body, the following aspects of the school and make recommendations to the Governing Body for ratification where appropriate:

- Budgeting and 'Fair Funding'
- Remuneration of school staff and the Clerk
- Spending limits on committees, the Head Teacher and other members of staff
- Actual spend compared to budget and critical analysis of variances
- Financial systems, controls and audit
- Building projects and building maintenance/refurbishment
- Safety and security of buildings, grounds, school bus and school trips
- Ensuring the appropriate insurance cover is in place
- Monitor school admissions, review school admissions policy annually, oversee (along with the Admissions Lead Governor) any required admissions consultation (when certain changes are required or every seven years).
- Reviewing of policies for which they are the nominated committee

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- Develop and review the Pay Policy annually to take account of local and national developments and make appropriate recommendations to the Governing Body.
- To review the individual salary range of the school annually.
- Establish the criteria and procedures for determining all discretionary elements of the salary policy.
- Take decisions regarding the pay of Senior Leaders, Classroom Teachers and Support Staff following consideration of the recommendations of pay reviewers and the advice of the Head Teacher.
- Take decisions regarding the pay of the Head Teacher following consideration of the recommendations of the governors responsible for the Head Teacher's performance review.
- Ensure that the appropriate arrangements are in place for linking appraisal to pay and are applied consistently and that the pay decisions can be objectively justified.
- Any other activities delegated to the Committee by the Governing Body

It shall also ensure that Governors' statutory responsibilities relating to the above areas are properly met.

Statutory Associated Policies

These will be reviewed by this committee and approved by the Full Governing Body.

Policy	Role with responsibility for initial review
Accessibility Plan	Head Teacher & Health & Safety Lead Governor
Admissions Policy	Admissions Lead Governor & Head Teacher
Data Protection Policy	School Business Manager & GDPR (General Data Protection Regulation) Lead Governor
Freedom of Information	School Business Manager & GDPR Lead Governor
Equality Policy	Head Teacher & Equality Lead Governor
Health & Safety Policy	Health & Safety Lead Governor & School Business Manager
Governor Allowances	Chair of F&R Committee
Charging & Remissions Policy	School Business Manager & Chair of F&R Committee
Teachers Pay Policy	School Business Manager & Chair of F&R Committee

This policy is non-statutory and will be reviewed by this committee and approved by the Full Governing Body.

Financial Management Policy	School Business Manager & Chair of F&R Committee
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Non-Statutory Policies

These policies will be reviewed and approved by this committee.

Policy	Role with responsibility for initial review
Lettings Policy	School Business Manager & Chair of F&R Committee
Minibus Policy	School Business Manager & Chair of F&R Committee
Health & Wellbeing Policy	Head Teacher & Health & Safety Lead

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	Governor
Redundancy Policy	Chair of F&R Committee
Safer Recruitment Policy	Chair of F&R Committee
Social Media & Internet Policy	School Website Lead Governor & School Website Lead Teacher
Wraparound Care Policy	Head Teacher

Review

The terms of reference will be reviewed annually by this committee in the summer term and any changes recommended to the Full Governing Body for approval.

Date reviewed by Committee – 27th June 2023

Date approved by FGB – 19th September 2023

Next Review – Summer Term 2023

APPENDIX 1



**Addendum to Terms of Reference for the Full Governing Body,
Teaching Learning & Care Committee, Finance & Resources
Committee of Woolhampton C of E Primary School (Academic
Year 2023 – 24)**

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VIRTUAL PARTICIPATION IN GOVERNOR MEETINGS

INTRODUCTION

The School Governance (England) (Roles, Procedures and Allowances) Regulations 2013 make provision for governing bodies of maintained schools in England to: “approve alternative arrangements for governors to participate or vote at meetings of the governing body including but not limited to by telephone or video conference”.

The model Articles of Association for academy trusts state that trustees can attend meetings remotely subject to certain stipulations set out in article 126. Academies should nevertheless refer to their own articles for clarity.

These arrangements apply to meetings of the governing board and their delegated committees.

DEFINITION

Face to Face Meetings are meetings where most governors are physically present at the location listed on the meeting agenda.

Virtual Attendance at a meeting is where a governor is not physically present at the location listed on the meeting agenda but participates or votes at a meeting through virtual means including but not limited to telephone or video conference.

Virtual Meetings are meetings where most governors are not present at the same physical location and participate or vote at a meeting through *Virtual Attendance*.

CONFIDENTIALITY

It is the responsibility of individual governors, wishing to participate virtually, to ensure they can do so through a secure method and in an environment conducive to confidential and private communication. Anyone participating in a meeting using technology must declare that they are in an environment which is a secure and which protects confidentiality. Meetings must not take place on a train, or coffee shop, for example. Confirmation of confidentiality must be declared at each meeting.

VIRTUAL ATTENDANCE AT FACE TO FACE MEETINGS

Notification

Where a governor wishes to attend a *Face to Face Meeting* of the governing body through *Virtual Attendance*, the Chair and Clerk must be notified, where possible, at least 2 working days in advance of the meeting to ensure appropriate arrangements can be made to accommodate virtual attendance.

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Governing Body Approval of Virtual Attendance at a meeting

At the start of a *Face to Face Meeting*, any governor who is participating by *Virtual Attendance* will be asked their reasons for not physically attending the meeting. A governor's *Virtual Attendance* **may** be subject to the approval of the governing body at the beginning of the meeting; however, approval **must** not be withheld without good reason.

Where approval is withheld, the reason for this **must** be minuted by the Clerk to Governors and the governor informed immediately.

Voting Rights of Governors participating through Virtual Attendance

Where there is no visual connection, all meeting participants will start their comments by stating their name.

Governors attending a *Face to Face Meeting* through *Virtual Attendance* will be entitled to vote on any issue providing they have been 'present' for the whole agenda item which the vote relates to.

Secret Ballots

Where a secret ballot is required this will be facilitated where possible (e.g. by taking a telephone conference call off speaker phone and the governor sharing their vote verbally with the clerk/calling the Clerk independently of a video conferencing link, etc).

Where facilitation is not possible, the governor will be required to either vote publicly or abstain.

Quorum

Governors attending through *Virtual Attendance* will contribute to the quorum for the meeting. If the technological link is lost, they will cease to contribute to the quorum, but this will not prevent the meeting continuing in their absence unless it has become inquorate.

Technological or Other Issues

If, after all reasonable efforts, it does not prove possible for a governor to participate through *Virtual Attendance* the meeting may still proceed with its business provided it is quorate.

The Clerk to Governors will note the time that the connection was lost of a governor participating through *Virtual Attendance*.

VIRTUAL MEETINGS

Statutory Notice Arrangements

When a *Virtual Meeting* is taking place, the usual statutory notice arrangements will apply and all papers to be considered must be circulated at least seven days in advance of the meeting, except where the Chair of Governors has exercised their right to waive the usual notice in an emergency situation.

Clerking Arrangements

Virtual Meetings will be minuted by the Clerk to Governors in the same way as all other meetings and which will be provided for approval at the next meeting of the full governing body.

Ensuring quoracy of meetings will be the responsibility of the Clerk to Governors

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who will monitor this, throughout any meeting involving virtual participation, and advise if a meeting becomes inquorate.

Reasonable efforts to give all Governors Virtual Access to Virtual Meetings

When a *Virtual Meeting* is taking place, all reasonable efforts must be made to enable all governors to access the meeting through *Virtual Attendance*.

REVIEW

The document will be reviewed at least annually by the governing body. Any concerns about its operation can be requested, as an agenda item, to the Clerk to Governors and/or Chair of Governors at any point throughout an academic year.