

The Cardinal Wiseman Catholic School

FINANCE COMMITTEE

Terms of Reference

2014 - 2015

Membership

1. The Committee shall consist of not less than three members nominated by agreement at the Governing Body meeting held in the Autumn Term.
2. Members of the Governing Body not directly in membership with the committee may be invited to attend.
3. The Chair/Vice Chair of the Governing Body may attend meetings and have equal voting rights with committee members.
4. Quorum to elect Chair to the committee shall be three members of the committee.
5. Quorum to conduct normal business on behalf of the governing body shall be three members of the committee and the Headteacher.

Meetings

1. The committee must meet once every term.
2. Agenda and relevant papers should be sent to members 7 days before a scheduled meeting.
3. Meeting notes must be taken.

Alternative Arrangements for Governor Participation at Meetings

Where a governor is unable to be physically present on the date of the meeting:

1. A governor may participate and vote at meetings via telephone or video conferencing facility, if they have indicated this in advance of the meeting and this facility is available.
2. If a governor participates/votes at meetings but is not in attendance, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
3. The school will make arrangements for the meeting to take place where telephone or any other method of electronic communication will enable a governor to participate fully including vote on issues.

Roles and Responsibilities

1. To elect a Chair to the committee at the meeting held in the Autumn term.
2. The Chair shall be a member of the Human Resources Committee and the Pay Review Panel.

3. To nominate a clerk to keep a record of the meeting.
4. To discuss matters relating to the management of all funding received from DfE and LA.
5. To formally review the budget, cost effectiveness and value for money.
6. To formally review the budget at every meeting and agree actions.
7. To agree the level of delegation to the Headteacher for the day-to-day financial management of the school. To delegate to the Headteacher responsibility for the approval of expenditure up to the value of £20,000; the Finance Committee up to the value of £25,000 and any expenditure over £25,000 for the approval by the full Governing Body.
8. To delegate to the Headteacher responsibility for the approval of the virement of funds between budget allocations up to the value of £20,000 before seeking Governors' authorisation.
9. To set policies to ensure all appropriate financial practices are in place to meet reporting and audit requirements.
10. To ensure all staff who hold responsibility for financial administration receive appropriate training.
11. In consultation with the Headteacher, to prepare the annual budget in the light of the School Growth Plan and to recommend this for approval by the full Governing Body for the start of the financial year.
12. To set a balanced budget to meet the needs of the school.
13. To monitor the income and expenditure of all public funds (eg: budget share, Standards Fund) and report the financial situation to the Governing Body each term.
14. To ensure the audit of non-public funds for presentation to the Governing Body.
15. To receive, and where appropriate, to respond to periodic audit reports of public funds.
16. To keep under review the Financial Policy and Procedures of the School.

Reporting to the Governing Body

1. The committee meeting notes are to be made available to the full Governing Body.
2. Report all matters that are legal requirements and must be taken to the full Governing Body.
3. Report from the above what it might be necessary / polite / of interest to the full Governing Body.

Members Interests

Any member of the Finance Committee who has a direct or indirect pecuniary interest in any matter, which is the subject of consideration by the committee shall, at the meeting, disclose the fact and take no further part in the discussion. At the discretion of the committee, the committee member shall leave the meeting.

Review

1. These terms of reference are to be reviewed annually at the first meeting of the committee in the Autumn Term and presented to the Governing Body for approval at their next meeting.

2. These terms of reference will be approved by the full Governing Body at their meeting to be held on 19th March 2015.

Date for Review by the Finance Committee: 16th October 2015

Date of Next Review: Autumn Term 2015

Approved: _____ Betty Bonnardel-Azzarelli _____
Chair of the Finance Committee