



**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**TERMS OF REFERENCE**  
**2016-17**

**1. Scope**

The Governing Board shall determine, and review annually at its first meeting of the school year, the establishment, terms of reference, constitutions and membership of the Committee.

**2. Membership**

- 2.1 The Committee shall consist of a maximum of 5 Governors, including the Headteacher (or his/her representative).
- 2.2 Where the Headteacher is not a member of the Committee, they retain the right to attend such Committee meetings.
- 2.3 The Committee may appoint such co-opted, non-voting members as agreed by the Governing Board. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the Committee.
- 2.4 Associate members of the Governing Board may be members of the Committee, but the majority of Committee members shall be Governors. Associate members may give advice, and may have limited voting rights in accordance with any restrictions placed on them by the Governing Board. Statutorily, they may not vote on resolutions concerning admissions or pupil discipline.
- 2.5 Other members of the Governing Board, and individuals invited to attend for a specific contribution/sharing of knowledge or expertise, may attend meetings of the Committee and may contribute to discussions on matters under consideration, but they may not vote.
- 2.6 Only full members of the Committee, as approved by the Governing Board, shall have the right to vote on any resolution placed before the Committee.

### **3. Quorum**

- 3.1 The quorum of the Committee shall be at least 3 Governors who are members of the Committee of which at least 2 are non-school based governors.

### **4. Meetings**

- 4.1 The Committee shall meet at least half termly, or more frequently as may be required from time to time.
- 4.2 Frequency and dates for Committee meeting will be considered before the beginning of each school year as part of the annual cycle of full Governing Board and committee meetings, to ensure that a schedule exists for academic year.
- 4.3 Members of the Committee are entitled to seven days' notice of a meeting. However, a shorter timescale may be given if the Committee Chair decides that a particular issue(s) need urgent attention.

### **5. Clerking**

- 5.1 The Governing Board shall appoint a Clerk to the Committee. This must not be the Headteacher, but Committee members may act as Clerk in the absence of a formally appointed clerk.
- 5.2 The appointed Clerk to the Committee has a right to attend meetings of the Committee.

### **6. Chairmanship**

- 6.1 The Chair of the Committee shall be elected annually by the Committee, at the first committee meeting of the Autumn term.
- 6.2 If the Chair is absent from a meeting, a Governor may be elected to take the Chair for the duration of the meeting.

### **7. Standing Orders**

- 7.1 All Committee meetings must have a written agenda, and be reported in a minutes format. Such minutes must be signed off the Chair of the Committee as an accurate record of proceedings, once such minutes have been agreed by members of Committee.

- 7.2 Members of the Committee are entitled to receive an agenda, copies of the minutes of the previous Committee meeting, and any papers to be considered
- 7.3 Where possible, these will be distributed at least seven days before a Committee meeting.
- 7.4 A summary of decisions taken and points for action will be noted in these minutes.
- 7.5 Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the Governing Board.
- 7.6 A report of proceedings of meetings (or alternatively minutes) of the Committee shall be emailed or otherwise circulated with the papers of the next meeting of the full Governing Board.

## **8 Terms of Reference**

The Committee will have delegated powers from the Governing Board to:

- 8.1 Advise the Governing Board on its statutory obligation re Health and Safety.
- 8.2 Consider all areas of the school's finance and resourcing, including its staff resource, and advise the Governing Board on the application of this.
- 8.3 Consider policy documents within the remit of the Committee and report to the Governing Board on whether they have been adopted.
- 8.4 Ensure Best Value in procurement.
- 8.5 Make decisions in respect of Service Level Agreements.
- 8.6 Contribute to the application and review of the school's financial standards.
- 8.7 Contribute to Governing Board and school self-review.
- 8.8 To review the school staff establishment in relation to the School Improvement Plan at least annually.
- 8.9 To decide applications from staff for leave of absence outside any scheme adopted by the Governing Board, early retirement, or other matters not

covered by school management arrangements or Governing Board policies.

8.10 To observe levels of delegation and all other financial procedures as outlined in the Governor Finance Handbook.

8.11 To report to the full Governing Board at each of its meetings.

**9 Declaration of Interests**

9.1 Where there is conflict between the interests of any Governor and the interests of the Governing Board, that person must declare the interest and withdraw from the meeting.

9.2 If there is any dispute as to whether a person must withdraw from a meeting under the regulations of Governing Board procedures, the other Governors present at the meeting will decide on the matter.

The full Governing Board agreed these terms of reference on: 7<sup>th</sup> July 2016

Signed .....

Date.....