

Terms of Reference for the Finance Committee of the Governing Board at West Hill Primary School

Membership: Graham Harry
Lucy Samson
In Guy

Quorum is 3

Chair of Committee:

Clerk of Committee: Bec Davey

Meeting dates for the academic year: tba

Matters of Urgency

These may be dealt with by the chair of the board, chair of the committee and Headteacher and reported to the next meeting of the committee or full governing board.

Delegation

The board may use its powers to delegate functions and decisions to committees or individual governors and trustees. It is the overall board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

In consultation with the Headteacher and Office Manager and taking into consideration:

- available resources
- sustainability of commitments
- the school improvement plan (or school development plan)
- forecast pupil numbers
- anticipated contractual liabilities
- other relevant factors

the committee is to scrutinise the formal budget plan(s) for the financial year and make recommendations to the full governing board for its approval.

R

Agreed at meeting of full governing board 29th September 2021

Date of review*: Autumn 2022

*These terms of reference should be reviewed annually by the Full Governing Board and when there are any changes to the Board membership