

Terms of Reference for the Finance Lead Governor at West Hill Primary School

Agreed at the meeting of the full governing board on: 29th September 2021

Review date: Autumn 2022

Name of the Finance Governor: Ian Guy

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

Policies and Documents delegated to this governor:

- Charging and Remissions Policy (Statutory)
- Governor Allowances / Expenses Policy (Statutory)
- Finance Policy (Statutory) – recommendations to be taken to the FGB for approval
- School's Financial Value Standard (SFVS) Return (Statutory)

Duties which are delegated to this governor: *(Governance Handbook)*

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall Governing Board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

D Delegated to Lead Governor **R** Make Recommendations to Full Governing Board

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| The finance lead governor will undertake appropriate governor training in order to fully understand their role including, where possible and appropriate, joining relevant staff training to keep updated. | D |
| In consultation with the headteacher and business manager and taking into consideration: <ul style="list-style-type: none"> • available resources • sustainability of commitments • the school improvement plan (or school development plan) • forecast pupil numbers • anticipated contractual liabilities • other relevant factors the lead governor to scrutinise the formal budget plan(s) for the financial year and make recommendations to the full governing board for its approval. | R |
| Maintained schools - to ensure the continued knowledge and understanding of governors in respect of the requirements of the Schools Financial Value Standard (SFVS) and ensure annual return is submitted. | D |
| To ensure the establishment and maintenance of an up to date 3 - 5 year financial plan, ensuring that current data is used to inform the 3 year plan. | D |
| To monitor budgets for all funds under the board's control (including virement decisions) at least half-termly, monitor that appropriate action is being taken to maintain financial viability and report significant variances from the anticipated position to the board. | D |
| To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Board. This will include a: | |

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| <ul style="list-style-type: none"> • Finance Policy, including appropriate levels of financial delegation • Charging and Remissions Policy • Governor Allowances / Expenses Policy | R D D |
| To ensure the continued knowledge and understanding of governors in respect of the Schools Funding Consultation held in the Autumn term and to provide an agreed response to the consultation. | D |
| To monitor expenditure of any voluntary funds kept on behalf of the governing board and ensure the annual audit of these funds. | D |
| To make recommendations in respect of service level agreements and service contracts | R |
| To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees. | D |
| To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate. | D |
| To receive audit reports and refer key issues to the governing board. Direct the response to such reports and ensure such reports are appropriately acted upon. | D |
| To undertake financial benchmarking, alert the governing board to any best value implications and make recommendations to the full governing board for best practice. https://schools-financial-benchmarking.service.gov.uk/ | D |
| To monitor the proper allocation of pupil premium, sports funding and CiC funding and report to the full governing board. | D |
| To ensure an appropriate Risk Register is maintained. Review and monitor the register to ensure the board is made aware of the potential financial impact of identified risks | D |
| To monitor school purchasing to ensure that conflicts of interests are identified and in academy schools that any related party transactions are appropriately managed and reported to / authorised by the ESFA as required (could be Audit Committee) | D |
| To review pupil numbers and implications on the budget, including the number of pupils eligible for Free School Meals | D |
| To identify levels of surplus (deficit) balances at end of financial year, recommend plans for use (recovery) | R |
| To approve / recommend the writing off of irrecoverable debts, up to delegated limit, and the disposal of surplus and damaged equipment | R |
| To review procurement strategies and efficiency savings programme | R |
| To liaise with the Premises Lead Governor and the SLT to review the School Emergency Management Plan / Business Continuity Plan (financial aspects) | R |
| To ensure that an appropriate register of business interests is maintained by the clerk for everyone involved in governance and the school has a similar record for those involved in the finances of the school at a senior level. Ensure that a summary of relevant business interests is published on the school website to meet statutory obligations. In academy schools ensure that an appropriate Persons of Significant Control (PSC) register is created and maintained. | D |
| To monitor that appropriate levels of insurance are in place. | D |