

Athersley North Primary School Governing Body

Finance & General Purpose Committee Terms of Reference 2021-2022 Academic Year

Financial Management

1. To review and approve the first formal budget plan of the financial year in line with the priorities set out in the School Development Plan in time to meet the Local Authority's budget deadlines.
2. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
3. Ensure that committee meetings are timetabled taking into consideration financial deadlines.
4. To monitor pupil number trends to assess the effect on the delegated budget allocation.
5. To make decisions on expenditure following recommendations from other committees and ensure that costs in the School Improvement Plan can be met.
6. To review Financial, Facilities Management and Health & Safety items in the School Improvement plan
7. To make decisions in respect of all service level agreements, irrespective of value, this may be above the normal delegated purchasing limits.
8. Approve continuation/cessation of contracts, including LA sourced services
9. To determine whether sufficient funds are available for pay increments as recommended by the Head teacher or the Head teacher Performance Management Group.
10. To monitor the budget, receive regular financial reports from the Head teacher and approve action when the actual shows variance from the agreed plan
11. To plan for the financial implications of partnership arrangements with other providers
12. To establish and maintain an up to date 3 year financial plan
13. To vire funds between different budget heads beyond the powers delegated to the Head teacher (£10,000), to a limit of £50,000 per budget head.
14. Ensure that written quotes are obtained for purchases and contracts in accordance with the minimum requirements set out in the Local Authority Contract Regulations. Less than £2,500 at least 1 quote preferably confirmed in writing, £2,500 to £50,000 at least 3 written quotes. Ensure that orders are not split to avoid these limits.
15. To approve the purchase of goods or services beyond the powers delegated to the Head teacher (£10,000) up to the value of £20,000

16. Write off bad debts between £250 to £500

17. To set limits on the amounts delegated to the Head teacher and Business Manager in respect of contracts, purchase orders etc

18. To ensure that all costing in the School Improvement Plan can be met from the school budget

19. To embed continuous improvements in the schools financial management systems

20. To receive and consider Auditors' reports on the effectiveness of the school's procedures, the school budget and school fund.

21. To ensure all financial information and reports are provided to the Local Authority in accordance with the requirements of the Fair Funding Scheme for Financing Schools

22. To monitor expenditure of all voluntary funds (incl. the School Fund) kept on behalf of the Governing Body.

23. To ensure financial statements are prepared for inclusion in the school profile

24. Establish appropriate budget headings within CFR Format

25. Ensure the school's continuing compliance with the Department for Education (DFE) and the current Financial Management Standards.

26. To annually approve the school's Financial Procedures Manual.

27. To annually review and approve all financial policies

28. To review the governor induction pack to ensure that the information is still relevant and up to date

29. To consider all relevant financial updates and advise the Governing Body of any issues affecting the school's financial administration.

30. Consider the financial implications of the draft school improvement plan, review and monitor it

31. Consider the school's Three Year Medium Term Financial Planning (MTFP) in the light of the development plan and the level of future resources

32. Consider the benchmarking work undertaken by the school and propose changes, as required, to ensure that the school budget achieves value for money.

33. Consider the draft school budget and key issues (links to the school improvement plan and MTFP) and the proposal of the balanced budget for the year for the approval of the Governing Body.

34. Review the guidance for the signing of the annual Best Value statement and ensure that appropriate steps have been taken by the school to obtain best value.

35. Approve the Best Value Statement

36. Review all budget movements undertaken (including virements), ensuring that the reasoning for the movements is sound
37. Monitor and control expenditure against the budget during the financial year, including preparation and approval of reports for the Finance Committee and Governing Body
38. Ensure that an annual return or audit certificate is submitted to the Chief Internal Auditor for every private, voluntary or trading account controlled by the Governing Body
39. Consider the recommendations set out in Internal Audit report and the action plan proposed by the Head teacher for implementing these.
40. Ensure that the recommendations agreed by the school have been implemented.
41. Approve the annual Statement of Internal Control for approval by the Governing Body, taking into consideration the school's self-assessment of the controls within its financial systems and other members of its financial management
42. Open bank accounts and approve or vary signatures thereto, taking into consideration the restrictions set out in the Scheme for Financing Schools and any effect that this may have on the way the annual budget is advanced to the school.
43. Approve all payments made to the Head teacher personally, i.e. reimbursement of payments for goods / services purchases on behalf of the school and / or personal expenses incurred, e.g. travel expenses. (Refer also to the banking arrangements section above.)
44. Appoint Contracting Officer and Contracts Manager for the contracts taken out
45. Maintain a Contracts Register in accordance with Local Authority guidance
46. Review contracts on an on-going basis (and as part of ensuring the school continues to achieve 'best value')
47. Approve applications for Procurement Cards
48. To systematically challenge the Head teacher & SLT so that the effective deployment of staff and resources, including the pupil premium and SEN funding, secures excellent outcomes for pupils and to challenge leaders about variations in outcomes for pupil groups, especially between disadvantaged and other pupils
49. To ensure that the Pupil Premium report for the current year and a robust evaluation of the previous year's funding is made available on the school's website
50. To ensure that Leaders are effectively using Early years pupil premium funding and that they are measuring its impact on narrowing gaps in children's outcomes

Facilities Management

51. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.

52. To oversee arrangements for repairs and maintenance.

53. In consultation with the Head teacher, to oversee premises-related funding bids and premises-related expenditure.

54. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.

55. To establish and keep under review a Building Development Plan.

56. To establish and keep under review an Accessibility plan.

57. To review school's policy on charging for lettings of school buildings annually and consider, promote and monitor other revenue-related activities

58. To consider and approve lettings and charging rates for the use of school premises.

59. Approve and periodically review the policy for security arrangements at the school.

Health & Safety

60. To keep the Health and Safety Policy and its practice under review and to make revisions where appropriate and to ensure the school is meeting its statutory duties for health and safety set out in the legislation, regulations, codes of practice and policies.

61. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.

62. To receive reports from the Governor with responsibility for monitoring Health & Safety on a termly basis.

63. To receive and consider audit reports undertaken by the Health, Safety and Emergency Resilience Unit and make recommendations to the GB on improvements to address issues in the audit report

64. To monitor Health and Safety in the school by considering accident and incident statistics and ensuring compliance with advice and guidance provides by the LA bulletin system.

65. To ensure that the school is complying with the Authority's guidance set out in: Organising Visits and Journeys for Pupils

66. To receive reports from the Education Visits Co-ordinator

67. To annually review and approve all Health & Safety Policies

Marketing

68. To plan towards harmonious links between pupils, staff the local neighbourhood, other schools and businesses and consider strategies that enhance the standing of the school in the community.

69. To review the School Website Annually to ensure compliance

Premises

70. Monitor and report on the condition of the school building and school grounds at least annually to the governing body.

71. Allocate a sum to the Head teacher for day to day repairs and monitor the expenditure of funds and the progress and quality of the work undertaken.

72. Prepare reports for the Governing Body on major work which will need special provision by the Governing Body or Local Authority

73. Contribute to the School Improvement Plan.

74. Inspect and report to the Governing Body at least annually on the fabric of the building

75. Undertake an assessment of risk management for insurance purposes at the school

76. To annually review and approve all Premise related policies

General

77. Determine the staffing establishment

78. Responsible for inventories and the write off of inventory items

79. To monitor, review, update and adopt policies as delegated by the Governing Body.

80. To determine a value above which assets should be recorded on the school's inventory.

81. Authorise items for disposal with a value of less than £1,000. Items valued above this amount should be referred to the Governing Body.