

Luckington Community School

Finance Committee

TERMS OF REFERENCE

Membership: The committee shall consist of not less than two governors. Membership should include the Headteacher and the Admin Officer.

Quorum: At least one governor and the Headteacher or Admin Officer.

Meetings: Scheduled to meet before the Full Governing Body meetings. At least four times per year.

Chair: Non-employee to be elected by the full governing body. Duties will include notifying the committee members of any meeting to be held and providing all with an agenda after consultation with the Headteacher.

Accountability: The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

Terms of Reference:

To work closely with the Headteacher and Admin Officer:

- ☐ Provide guidance to the governing body on all financial matters in accordance with the Wiltshire Scheme of Financial Management.
- ☐ Prepare and review statements of financial policy in both the short and longer term.
- ☐ Prepare and present a budget for the governing body's approval for LA delegated funds and any other income or carry forward sums, taking into account the priorities in the school improvement plan.
- ☐ Scrutinise financial information and monitor the budget using information provided by the Headteacher and School Business Manager, ensuring that spending remains within prescribed limits.
- ☐ Report the financial situation to the governing body each term and make recommendations where necessary. Consider financial benchmarking data

and analyse outcomes.

☐ Propose an appropriate level of delegation to the Headteacher for the day-to-day financial management of the school and ensure this delegation is minuted by the governing body.

☐ Approve signatories for authorizing orders and payments.

☐ Approve purchase of services from LA and other services up to a limit agreed by the governing body.

☐ Monitor income and expenditure for all public funds for which the school is responsible. Evaluate impact of allocation of primary school sport funding in improving the quality and breadth of PE and Sport provision.

☐ Respond appropriately to audit report recommendations.

☐ If applicable, audit all non-public funds for presentation to the governing body.

☐ Ensure the principles of best value are applied to services purchased with delegated monies.

☐ Ensure school is compliant with Schools Financial Value Standards (SFVS). Consider the questions in the annual SFVS exercise and report to the governing body (Chair to sign the form).

☐ To consider and authorise virements between budget headings up to an amount agreed by the governing body.

☐ Approve writing off of irrecoverable debts up to £500.

☐ To monitor the financial support that the school receives from Friends of Luckington School and to ensure that this is recognised as appropriate.

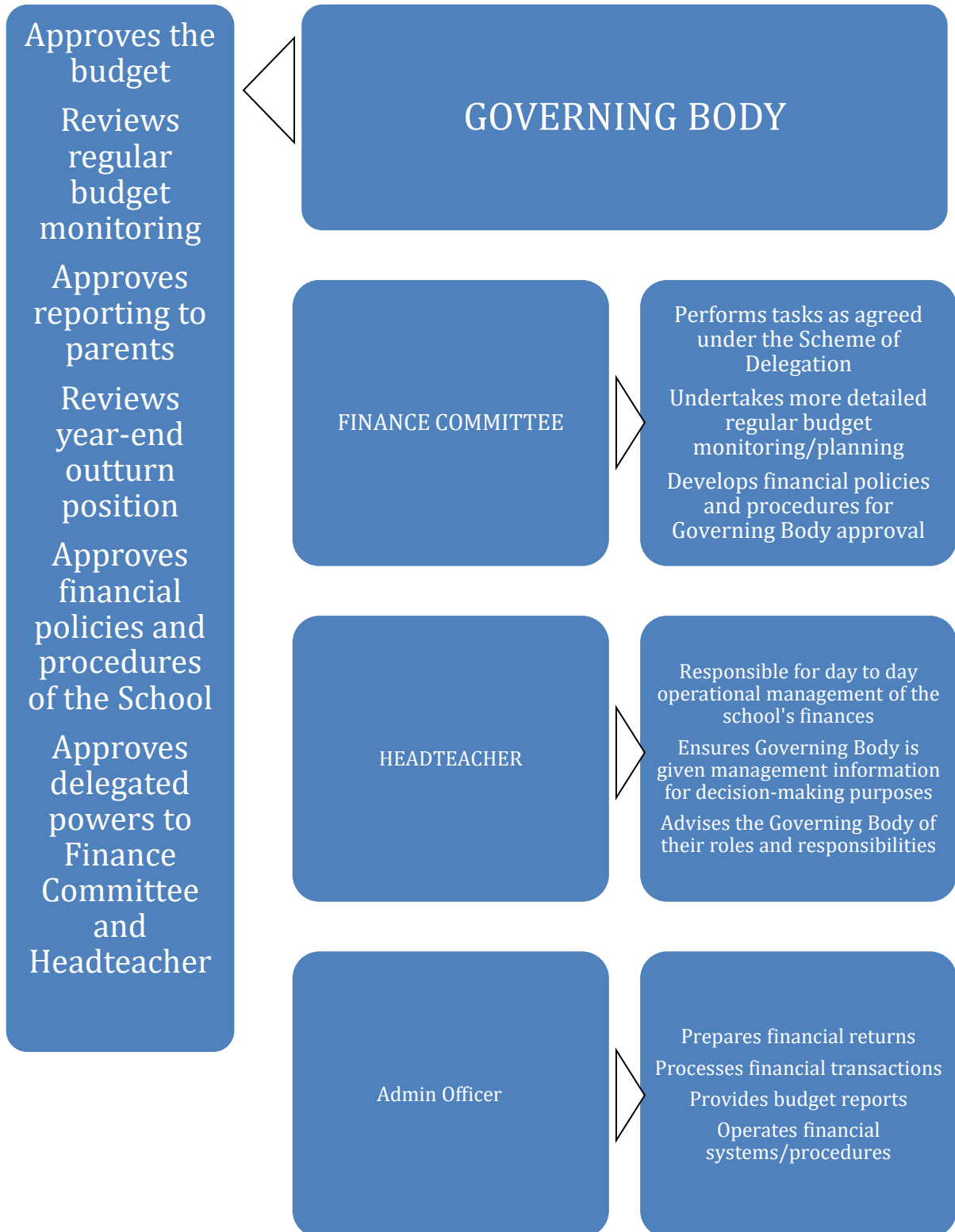
☐ Approve and keep under review a governors' allowance scheme. Agree budget allocation for governors' training and evaluate the impact of spending.

Review Date: Finance Committee - Full Governing Body –

Next Review: January 2019

APPENDIX

Responsibility for Financial Management Structure



Accountabilities

The **Headteacher** is accountable to the Governing Body by: -

- asking the Finance Committee to consider the detailed proposals in the budget and by asking the full Governing Body to approve the budget.
- providing termly budget monitoring reports to the Governing Body so that it can judge performance and take management decisions.
- bringing key financial issues to the attention of the Governing Body in order to make decisions.
- asking the Governing Body to approve financial policies (*e.g. charging policy*) to ensure statutory responsibilities are discharged.

The **Governing Body** is accountable to the parents, community and the LA by: -

- providing an annual report to parents e.g. the pupil premium and any sports grants
- providing the necessary financial returns to the LA and adhering to financial regulations

KEY FINANCIAL RETURNS TO THE LA			
		Preparation	Sign off
Annual Budget and 3 year budget	A summary of the school's annual and 3 year budget plans	AO, Finance Committee	FGB by end June
Quarterly Year-end outturn projection	The school's prediction of year-end balances I&E report (end Dec, end March, end Sept)	AO, Finance Committee	FGB by 31/10(I&E), 31/1(I&E),
Surplus Balances – analysis of revenue balances	SMFIS prepared by WC Discussed at FGB	AO, Finance Committee	FGB by 31/1
Consistent Financial Reporting (CFR) return	A statement of income and expenditure broken down into standard headings which aid benchmarking	AO, Finance Committee	CFR reported on closedown, 31/4
School Financial Value Standard	A school's self-assessment of its financial management	AO, Finance Committee	FGB by end March
Monthly bank account returns	A monthly return showing the school's monthly spending via their bank account and VAT return	AO/HT	Monthly

BUDGET TIMETABLE

TASK	TERM
Review current year's budget	Autumn
Assess and review outline budget	Autumn/Early Spring
Receive LA funding/approve final	Spring/Early Summer (send in by 30 June)

To be effective in controlling the budget clear, accurate and timely management information is required. The Governing Body and Finance Committee should be presented with budget monitoring reports on school spending against approved expenditure on a regular basis.

