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| **Name of Governor** | **Date Appointed to the Committee** |
| A Bellamy (Chair) | 22/03/2023 |
| D Fowler | 26/01/2021 |
| S Currie (Vice-Chair) | 26/01/2021 |
| H Rabbani | 10/10/2023 |
| **Disqualifications: Any governor or member of staff who has a business or pecuniary interest in an item for discussion or decision at a meeting must declare that interest at the appropriate time, leave the meeting and take no part in that discussion or decision.** | |

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| **Chair of the Committee** | A Bellamy |

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| **Clerk to the Committee** | V Hawksley |

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| **Meeting Frequency** | One per term |

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| **Quorum** | 3 |

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| **Terms of Reference**  Duties and responsibilities of this committee are:  • To observe and comply with the school’s Governing Board Code of Conduct at all times.  • To appoint a professional clerk to advise and guide the finance committee of their duties and responsibilities, and to record minutes of all committee meetings.  • To establish terms of reference for the finance committee and review these on an annual basis.  • To deal with all matters relating to finance and budgeting that have been referred by the governing board.  • To keep up-to-date with any relevant legislation and advise the governing board of when policies may need to be revised.  • To minute all meetings and report all decisions to the governing board as a confidential item.  • To seek professional advice as necessary.  • To attend relevant training when appropriate.  • To report to the governing board on the proceedings, recommendations and decisions of the committee.  • To establish a three-year budget plan that aligns with the priorities of the SDP and recommend this to the full governing board.  • To draft and adopt a detailed annual budget plan which includes revenue and capital expenditure.  • To ensure the annual budget plan considers the agreed priorities of the SDP.  • To make decisions in respect of the service level agreement with the LA.  • To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.  • To recommend and evaluate the allocation of pupil premium funding within the annual budget.  • To hold the school to account for the spending of pupil premium funding and associated outcomes.  • To oversee the effective financial management of the school through SFVS.  • To review, on an annual basis, the school’s financial procedures relating to assets and disposals.  • To review and maintain the school’s policies for budget management, procurement, and assets and disposals.  • To approve expenditure requests as necessary.  • To approve the allocation of capital funds for capital projects, if delegated by the governing board.  • To approve action where expenditure varies from the annual budget by +/- 10 percent.  • To review reports from the SBM regarding the spending of the school’s budget throughout the academic year and report the findings to the full governing board.  • To report any significant anomalies in the performance of the school against the annual budget to the full governing board.  • To receive and respond to audit reports on the delegated and devolved funds, and non-public funds. |

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| **Terms of Reference Effective from** | **18/10/2023** | **Terms of Reference Effective to** | **17/10/2024** |
| **Signature of Chair of Committee** | **A Bellamy** | | |
| **Date** | **Updated 18/10/2023** | | |