John Perry Primary School

Finance & Resources Committee

Ensuring the sound, proper and effective use of the school's financial resources.

Membership
The Finance and Resources Committee shall determine, and review annually at the first meeting of the school year, the establishment, terms of reference, constitution and membership of the committee.

Associate members may be members of the committee, but the majority of committee members shall be governors. Associate members may give advice, and may have limited voting rights in accordance with any restrictions placed upon them by the governing body. Statutorily, they may not vote on resolutions concerning the budget or financial commitments of the governing body

Chairing
The Chair of the committee will be appointed by the Finance and Resources Committee.

Attendance
Members of the committee and the clerk to the committee have a right to attend committee meetings. The governing body or committee may allow other persons to attend.

Quorum
The quorum for committee meetings is two governors who are members of the committee. (The committee shall not meet without the Headteacher, or a substitute nominated by the Headteacher, being present.)

Meetings
The committee shall meet at least *once* a term and more often if required.

Clerking
The Governing Body shall appoint the support from BDSIP as clerk to the committee. Committee members may clerk in the absence of the appointed clerk. The Headteacher may not clerk the meetings.

Terms of Reference

1. To provide guidance and assistance to the Headteacher and Governing Body in all matters relating to budgeting and finance, with reference to the DfE Schools Financial Value Standard

2. To review regularly the detail of the financial procedures agreed by the Governing Body.

3. To prepare and review financial policy statements, including consideration of long-term planning and resourcing.

4. To consider each year's School Development Plan (or post-Ofsted Action Plan) priorities, and to draw up an annual budget plan:
   a) *for approval by the Full Governing Body*

5. To prepare and review the Statement of Internal Control prior to consideration by the whole Governing Body.

6. To prepare a Charging Policy for the school for approval by the Full Governing Body.

7. To monitor income and expenditure of all funds and to report the financial situation to the Full Governing Body each term.

8. To monitor the impact of spending decisions upon educational achievement in the school

9. To recommend for approval by the Governing Body the level of delegation to the Headteacher for the day-to-day financial management of the school.

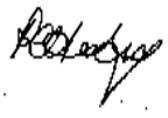
10. To ensure the audit of unofficial school funds.

11. To provide the financial information to be included within the school's prospectus, handbook or school profile as required.

12. To attend or commission appropriate governor training

13. To report to the Full Governing Body at each of its meetings

Document Management:
This document was adopted / reviewed and approved on 10th October 2024 and is subject to annual review.

Signed by: Mrs Pat Harvey 

Chair of Governors:

Date: 10/10/2024