

Terms of Reference for the Finance Committee of the Governing Board at West Hill Primary School

Quorum: 3

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

Withdrawal

Any governor/trustee or associate member employed to work at the school, other than the headteacher, **must** withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor/trustee or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form. The clerk must withdraw if his or her pay or performance is being discussed.

Matters of Urgency

These may be dealt with by the chair of the board, chair of the committee and headteacher and reported to the next meeting of the committee or full governing board.

Delegation

The board may use its powers to delegate functions and decisions to committees or individual governors and trustees. It is the overall board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

Best Value

The board will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.
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Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

In consultation with the headteacher and Office Manager and taking into consideration:

- available resources
- sustainability of commitments
- the school improvement plan (or school development plan)
- forecast pupil numbers
- anticipated contractual liabilities
- other relevant factors

the committee to scrutinise the formal budget plan(s) for the financial year and make recommendations to the full governing board for its approval.

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