

## FINANCE AND RESOURCE MANAGEMENT COMMITTEE TERMS OF REFERENCE 2020/2021

The committee will:

- at the first meeting each academic year
  - review the arrangements for agreeing a Chair
  - review the terms of reference and remits for the committee
  - report on these matters to the next meeting of the Full Governing Board
- ensure there is a clerk at each meeting and minutes are produced and distributed at the next FGB meeting
- hold at least one meeting each term
- operate with a quorum of at least 3 governors

<b>Members of Committee:</b> Debbie Gerring Jeff Howe Michele Killingworth SBM Mary Jackson to attend meetings	<b>Chair of Committee:</b> Michele Killingworth <b>Vice Chair of Committee:</b> Jeff Howe
<b>Meeting Dates for Year:</b> Thursday 8 October 2020 Wednesday 9 December 2020 Wednesday 24 February 2021 Wednesday 21 April 2021 Wednesday 14 July 2021 All meetings to begin at 4.30pm unless otherwise notified.	<b>Quorum:</b> 3 governors

Remit (tasks)	Delegated to:
1. To formulate the budget plan and Best Value Statement	Finance & RM Committee
2. To monitor expenditure (including standards fund and private school funds) against the budget plan and agree adjustments as necessary	Finance & RM Committee
3. To enter into contracts (above set financial limit)	Governing Board
4. To enter into contracts (below set financial limit)	Head Teacher
5. To operate the governing board's arrangements for obtaining quotations and inviting tenders (LA scheme for financing schools)	Head Teacher
6. To maintain inventories and security of assets (LA scheme for financing schools)	Head Teacher
7. To monitor income from the sale of assets (LA scheme for financing schools)	Finance & RM Committee
8. To formulate a charging and lettings Policy	Head Teacher
9. To formulate a charging and remissions policy for activities (non-national curriculum based)	Head Teacher
10. To determine payments regarding petty cash	Head Teacher
11. To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to education finance	Finance & RM Committee

12. To consider the recommendations of the performance management governors in relation to the head teacher's pay	Performance Management Committee
13. To monitor actions following an LA internal audit	Head Teacher and Finance & RM Committee
14. To determine insurance arrangements	Finance & RM Committee
15. To approve the writing off of irrecoverable debts up to £1000 and the disposal of surplus and damaged equipment	Finance & RM Committee
16. To approve/amend policies as appropriate to the committee	Finance & RM Committee – to amend Full GB – to approve
17. To approve requests regarding alternative working patterns.	Finance & RM Committee

SIGNED:

DATE: