



Clifford Holroyde Specialist SEN College

Finance and general purposes committee

The Governing Body hereby resolves to establish a committee of the governing body to be known as the Finance and General Purposes Committee and will cover Finance, Personnel and Premises.

The chair, members and secretary of the Finance and General Purposes Committee shall be members and shall be appointed by the Governing Body.

The secretary will circulate minutes of meetings of the Finance and General Purposes Committee to all members of the governing body.

The Headteacher and Business Manager, (as Accounting Officer) will normally attend meetings of the Committee. The Governing Body shall determine how often the Committee shall meet. The auditor of Liverpool City Council may request a meeting if he or she considers one necessary.

Authority

The Finance and General Purposes Committee is authorised by the Governing Body to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the Committee in the conduct of its inquiries.

The Finance and General Purposes Committee is authorised to obtain professional advice if it considers this necessary.

Duties

The specific duties of the Finance and General Purposes Committee shall be to:

- In consultation with the Headteacher, to draft/approve the first formal budget plan of the financial year and to make recommendations.
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- Review the financial statements and reports to ensure that they reflect best practice.
- To ensure that the school operates within the Financial Regulations of the City Council and comply with Consistent Financial Reporting (CFR) framework.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body



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- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To prepare financial statements for inclusion in the governing body report to parents.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To exercise virement between budget headings as necessary and up to an agreed maximum.
- To prepare and review financial policy statements, including consideration of long term planning, Risk Management, Business Continuity and resourcing
- To agree the level of delegation to the Headteacher for the day to day financial management of the school.
- To authorise staff to have responsibility for signing orders, invoices and petty cash claims.
- To authorise the Headteacher to enter into contracts up to an agreed limit
- To liaise with those responsible for the school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school.
- To respond to any audit reports on the management of the budget and financial procedures
- To review the school lettings policy.
- To determine whether sufficient funds are available for pay progression as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for pay progression.

Review any report in relation to the operation of the Buildings and Grounds

- review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors, and to make recommendations to the governing body;



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The governing body must ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum:

- review new and existing policies relating to the employment and conditions of staff and make recommendations to the Governing Body;
- review the recommendations of the Headteacher as to salaries particularly any discretionary awards;
- review the operation of the code of practice for Governor members and code of conduct for staff;
- recruitment (including references and police checks);
- performance appraisal and review;
- equal opportunities;
- disciplinary (including absence policies);
- grievance;
- staff expenses.
- consider any other matters where requested to do so by the governing body; and
- report at least once a year to the governing body on the discharge of the above duties.

The governing body should also ensure that procedures are in place to ensure that employees are paid for work done in accordance with their contracts of employment.

In addition, the governing body must ensure the school has adequate insurance cover to support its activities as an employer, such as employers' and public liability insurance, and so forth.