

Frederick Holmes School

Finance,Premises and Personnel Quorum 3 Delegated Powers Y Positions Vacant Y

Membership

- Mr Dan Hammond
- Mr Jim Weller
- Mr Michael Smith (Ch)
- Mrs Barbara Ribey
- Ms Andrea Bradley

Clerk: Maria Bannister/LA Governors Team

Finance/Admin staff as observers by invitation.

- To make expenditure decisions within the authority delegated by the full governing body.
- To make recommendations to the full governing body in respect of the budget and appropriate level of virement.
- To report to the full governing body regularly on budgetary performance as the year progresses.
- To undertake the more detailed budgeting and monitoring role on behalf of the full governing body, including:-
 - i) consideration in detail of prospective budgets / three year plans;
 - ii) receiving budget monitoring reports (monitoring both internally generated monitoring reports and ORACLE reports to ensure both consistency and adequate explanation of variances between the two);
 - iii) exercising powers of virement as granted by full governing body (limit £20,000); and
 - iv) detailed monitoring of audited school fund.
- To review expenditure decisions made by the headteacher, in line with powers of virement granted to the headteacher.
- To approve finance-related policies
- To receive a Health and Safety report from the School Business Manager
- To receive the Health and Safety meeting minutes
- To consider all premises matters and related policies

Delegated to the Headteacher:

- i) expenditure in line with powers of virement (limit: £12,500);
- ii) preparation and consideration in detail of the school budget, in conjunction with the finance committee;
- iii) supply of regular planning and budget information to the Finance Committee, including internally generated reports
- iv) management of the day-to-day financial administration of the school, ensuring:-
 - a) accurate processing of transactions, including reconciliation;
 - b) value for money is achieved;
 - c) budget monitoring is taking place;
 - d) systems are secure, ranging from regular changing of passwords to maintaining an up to date inventory;
 - e) oversight of capitation budgets as allocated to class / curriculum areas;
 - f) adequate school fund records are maintained and the fund is administered appropriately; and
 - g) that financial regulations are complied with.
- h) to complete the statement of internal control

Full governing body responsibilities:

- Approval of actual balanced budget during the summer term;
 - consideration of five year plan projection models and revised budget projections at various stages throughout the financial year;
 - review of level of expenditure delegated to the headteacher and Finance Committee;
 - ensuring the school has efficient and effective financial systems (enabling both reconciliation and commitment accounting);
 - overseeing that the school's financial procedures comply with financial regulations and standing orders;
 - appointment of school fund auditor;
 - satisfaction that adequate school fund accounts are being kept;
 - to ensure that appropriate systems and procedures are in place to enable Best Value to be demonstrated
- NB No one employed at the school, other than the Headteacher, should take part in decisions which relate to the pay and performance of staff.

Any matters which may lead to an appeal should be considered by three governors only.

To consider and decide on equal opportunities complaints in accordance with LA procedures adopted by the governing body.

To form the Pay Committee (three non-staff governors only) to consider recommendations from the headteacher in relation to pay increases in accordance with the established pay policy.

To approve personnel related policies.

Appointments:

- Assistant headteachers – group of governors with headteacher
- Teachers with a TLR – group of governors with headteacher
- Other teachers – headteacher (governors to be invited to take part at headteacher's discretion)
- Support staff – headteacher (governors to be invited to take part at headteacher's discretion)
- Dismissals (disciplinary, capability, sickness absence, staffing reduction)
- All dismissals to be undertaken by the F&P Committee/FGB.