



**KING EDWARD VI
KING'S NORTON
SCHOOL FOR BOYS**

**School Governing Body
Finance Committee
Terms of Reference**

Constitution

Terms of Reference for all Committees:

- ❖ To act on matters delegated by the Local Governing Board.
- ❖ To liaise and consult with other committees, where necessary.
- ❖ To contribute to the School Improvement Plan.
- ❖ To consider safeguarding and equalities implications when undertaking all committee functions.

1. Membership

The Committee will be appointed by the Governing Body and will comprise no more than seven and no fewer than three members, of whom a majority will be Governors.

The Governing Body will appoint one of the members of the Committee as its Chair (the 'Chair'). In the absence of the appointed Chair and Vice Chair the Committee can appoint another member of the Committee to act as Chair for the meeting.

The Academy Trust Head of Governance will arrange for Committee meetings to be clerked (the 'Clerk').

2. Attendance

The Committee may ask any member of staff from the Trust and School to join committee meetings either regularly or by invitation, to provide information.

[The School may identify personnel that will join meetings on a regular basis]

At [school name] the following will join each committee meeting:

3. Voting

The quorum for each meeting shall be three members of the Committee. Decisions of the Committee shall be taken by a simple majority of those members present and voting. The Chair will have a casting vote on an equality of votes.

4. Meetings

The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Clerk shall specify at the request of any member of the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend. The Chair, in conjunction with the Head Teacher and the Clerk, will be responsible for drawing up the agenda and the Clerk will make it available to Committee members at least 7 days in advance of the meeting.

5. Minutes

The Clerk will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Draft minutes will be confirmed by the Chair prior to circulation to the Committee, at least 7 days before the next meeting.

6. Authority

The Committee is authorised by the Governing Body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

Subject to the prior approval of the Head of Governance, the Committee is authorised by the Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any Committee meeting with relevant experience and expertise if it considers this necessary.

7. Duties

1. Ensure the Academy operates in line with the approved Academy Trust Scheme of Financial Delegation (SOFD) and the ESFA Academies Financial Handbook.
2. Ensure the Academy adheres to the policies and procedures as set out in the approved Academy Trust Financial Regulations.
3. Set a balanced budget using the delegated funds allocated by the Academy Trust Board. Submit an approved Budget for review and approval by the Local Governing Body and the Academy Trust Board (July Meeting).
4. Review regular (in line with meeting schedules) income and expenditure accounts, recommending the accounts to the Local Governing Body and taking action in line with the

SOFD and Financial Regulation to address any issues that may compromise a balanced budget.

5. Produce and monitor the future performance of the Academy, via the use of a 5 Year forecast (prior year, current year and three future years).
6. Ensure the Academy is maximising the amount of ESFA/DfE and other funding available.
7. Review annually the Academy's reserve position in line with the Academy Trust's reserve policy.

School Specific Duties:
