

**OAK GREEN SCHOOL
FINANCE COMMITTEE
TERMS OF REFERENCE 2025-26**

| No. | Subject Area | Action | Frequency | Report by: | Suggested Term of report |
|---------------------|---------------------------|---|-----------|--|---|
| CONSTITUTION | | <p>MEMBERSHIP – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee.</p> <p>GOVERNANCE PROFESSIONAL – cannot be the Headteacher. Not best practice to be a governor.</p> <p>QUORUM – at least THREE governors.</p> <p>VOTING RIGHTS – restricted to committee members. Whilst Associate Members can be given voting rights by the Governing Board, this is not considered to be best practice. Chair to have a casting vote but only if a governor.</p> <p>CHAIR/VICE-CHAIR – to be elected annually by the Committee/whole Governing Board.</p> | | | |
| 1. | Financial Planning | <p>Prepare the annual financial plan and 3 year medium term financial plan taking account of:</p> <ul style="list-style-type: none"> ● Implications of implementing the SDP/Ofsted Action Plan. ● Priorities determined by other committees and agreed by the Governing Board including the school’s strategy for raising standards and attainment ● Forecast future rolls and expected income levels (including Sports and Pupil Premium and SEND funding) ● Consideration of use of surplus brought forward balances ● DFCG | Annually | Bursar/ Headteacher In accordance with STPCD | In line with submission date as published by the LA |

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| | | <ul style="list-style-type: none"> ● Purchasing decisions including contracts under renewal, buy back and capital projects. ● Provision of extended services i.e. Pre School provision ● Staffing structure and associated salaries <p>Financial planning should include a statement of consideration showing both cumulative and in-year deficits, along with an indication of the spending rate of any reserves, with a requirement to apply for a licenced deficit with the Local Authority (LA), if appropriate.</p> <p>Any discussions related to the financial plan should be fully minuted.</p> | | | |
| 2. | | Ensure a recovery plan is submitted to the LA, should there be a projected deficit budget, alongside a Licenced Deficit Application by the prescribed deadline. | As Required | Bursar / Headteacher | |
| 3. | Financial Delegations | <p>To recommend to the full Governing Board the level of financial delegations:</p> <ul style="list-style-type: none"> ● Headteacher’s limit, for one transaction, £10,000 ● Finance and Premises Committee, £10,001 - £49,999 ● Full Governing Board over £50,000 | Annually | Bursar/ Headteacher | Autumn |
| 4. | | <p>Have authority to vire between headings within the following limits agreed by the full Governing Board: :</p> <ul style="list-style-type: none"> ● Headteacher’s limit £10,000 ● Finance and Premises Committee limit £49,999 <p>Full Governing Board over £50,000</p> | Annually | Bursar/ Headteacher | Autumn |
| 5. | | Agree the Scheme of Financial Delegation – delegations to align with Items 2-3 | Annually | Bursar | Autumn |

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| 11. | | Benchmark key expenditure against that of similar schools to identify any category that appears to be out of line and address variances (SFVS Section E: Value for Money and Section D: Staffing) | Annually | Bursar/ Headteacher | Summer |
| 12. | | Capital expenditure: <ul style="list-style-type: none"> ● Identify and approve expenditure on capital projects PRIOR to expenditure taking place ● Monitor capital expenditure. ● Review and approve the annual maintenance plan ensuring best use of capital monies to maintain assets to an adequate standard. | As required – Termly | Bursar/ Headteacher | Termly |
| 13. | | Year End ensure: <ul style="list-style-type: none"> ● Accounts to be finalised. ● Outturn position reviewed. ● Impact of financial decisions considered to inform financial planning | Annually | Bursar/ Headteacher | Spring |
| 14. | | Voluntary Funds: <ul style="list-style-type: none"> ● Ensure Audit/Independent Examination ● Review and confirm signatories and trustees. ● Registration with Charities Commission if appropriate. | Annual (within 6 months of year- end) | Bursar/ Headteacher | Present signed Audit/ Examination Certificate to full Board |
| 15. | | Extended Services: <ul style="list-style-type: none"> ● Ensure sound financial controls and monitoring arrangements are in place. ● Ensure statutory and legal responsibilities are met. ● Review expenditure, value added and future requirements. | Ongoing Ongoing Annual | Bursar/ Headteacher | Annual review Spring to inform planning |
| 16. | SFVS | Complete the annual SFVS for presentation to the full Governing Board and agreement, followed by submission to the LA by the prescribed deadline | Annually | Bursar/ Headteacher | In line with submission date |

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| | | | | | as published by the LA |
| 17. | | Monitor and address remedial action plan arising from the SFVS and investigate the status of outstanding issues | Meeting after submission | | |
| 18. | | Monitor and ensure Audit Report is reviewed at each meeting and the implementation of audit management actions. | Ongoing/Post-Audit | Bursar/ Headteacher | |
| 19. | | Review the Financial Management Competencies Matrix for School Governors | Annually | Chair of Committee | |
| 20. | | Annual review and approval of the Business Continuity Plan | Annually | | |
| 21. | Contract Management | Contracting arrangements to comply with the BCC Schools Financial Framework – Standing Orders Relating to Contracts: <ul style="list-style-type: none"> • Correct number of quotations obtained relevant to financial limits • Written authority for Staff • Evaluation in accordance with award criteria • Contracts awarded in line with delegations at item 8 • Contracts written and signed as appropriate. | As required | | |
| 22. | | Contracts/Leases: <ul style="list-style-type: none"> • Ensure contract complies with points at Item 22. • Consider new or amended contracts. • Review all contracts. • Ensure expenditure is compared against DfE recommended national deals to ensure best value (SFVS Q23) | Termly Annually | Bursar/ Headteacher | Termly Summer |
| 23. | Financial Reporting | Ensure that financial information is published on the school website in line with guidance on financial transparency for maintained schools. To include: <ul style="list-style-type: none"> - the number of individuals (if any) earning over £100k in £10k bandings. | Ongoing | Bursar / Headteacher | |

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| | | - A link to the schools financial benchmarking website. | | | |
| 24. | Sustainability | Consider completing an energy audit to aid in developing an energy efficiency policy / plan in line with government guidance, focusing on use of heating, hot water, lighting, technology and equipment. The plan to be reviewed annually. | Annually | Headteacher | |
| 25. | Review | Contribute to a robust School Self Evaluation Process, to include Governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvement. | Termly | Governors | |
| 26. | Minutes | Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board. | | | |

NB: Revisions since previous version are *italicised and underlined*.