OAK GREEN SCHOOL
FINANCE COMMITTEE
TERMS OF REFERENCE 2026-2027

No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
CONSTITUTION		**MEMBERSHIP** – appointed by the Governing Body **GOVERNANCE PROFESSIONAL** – cannot be the Headteacher. Not best practice to be a governor. **QUORUM** – at least THREE members who are governors. **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. **CHAIR/VICE-CHAIR** – to be elected annually by the Committee/whole Governing Board.			
1.	**Financial Planning**	Prepare the annual financial plan and 3-year medium term financial plan taking account of: ● 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, Pupil Premium and Inclusion Funding ● Consideration of use of surplus brought forward balances ● DFCG	Annually	Bursar / SBM and Headteacher In accordance with STPCD	In line with submission date as published by the LA

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		● 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 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 surplus, Any discussions related to the financial plan should be fully minuted.			
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 / *SBM* / Headteacher	
3.		For schools with swimming pools ensure resources are available to check and maintain the facility.	Annually	Bursar / *SBM /* Headteacher	
4.	**Financial Delegations**	To recommend to the full Governing Board the level of financial delegations: ● Headteacher's limit, for one transaction, £10,000 ● Finance and Premises Committee, £10,001 - £49,999 ● Full Governing Board over £50,000	Annually	Bursar / *SBM* / Headteacher	Autumn
5.		Have authority to vire between headings within the following limits agreed by the full Governing Board: ● Headteacher's limit £10,000 ● Finance and Premises Committee limit £49,999 ● Full Governing Board over £50,000	Annually	Bursar / *SBM* / Headteacher	Autumn
6.		Agree the **Scheme of Financial Delegation** – delegations to align with Items *3-4/2-3 (if no. 2 in model re. swimming pools deleted)*	Annually	Bursar / *SBM*	Autumn

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7.		**Write off** debts or inventory items under £1,000 (debts between £1,000 and £10,000 - the Finance Director of Children's Social Care and Learning must be contacted. Above this level, the Chief Finance Officer must be contacted).	As required	Committee	As required
8.		**Contract Award:** Have authority to sign off where whole life costs are as follows: ● Headteacher – under £10,000 (excluding Chartwells) ● Finance and Premises Committee - between £10,001 and £49,999. ● FGB – over £50,000	Amounts set annually	Committee	Autumn
9.	**Financial Management**	Ensure compliance with BC Schools Financial Framework that ensures effective and appropriate systems of Financial Control are in place. Ensure that adequate arrangements are in place to manage conflicts of interests or any related party transactions. (SFVS) Ensure that details of related party transactions are appended to the SFVS.	Ongoing Annually	Bursar / *SBM* Bursar / *SBM*	
10.		Review and approve the Financial Procedures Manual.	Annually	Bursar / *SBM* / Headteacher	Autumn
11.		Receive and review and challenge the Monthly Summary / CFR Reports / Bursar / *SBM* Report: ● Variances from plan to be highlighted with corrective or remedial action detailed. ● Committee to approve variances	Budget monitoring report to be received by the GB / Committee min 6 times a year.	Bursar / *SBM* / Headteacher	
12.		Benchmark key expenditure against that of similar schools to identify any category that appears to be out of line and address variances *(SFVS)*	Annually	Bursar / *SBM* / Headteacher	Summer

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13.		Capital expenditure: ● 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 / *SBM* / Headteacher	Termly
14.		Year End ensure: ● Accounts to be finalised ● Outturn position reviewed ● Impact of financial decisions considered to inform financial planning	Annually	Bursar / *SBM* / Headteacher	Spring
15.		Voluntary Funds: ● Ensure Audit / Independent Examination ● Review and confirm signatories and trustees ● Registration with Charities Commission if appropriate	Annual (within 6 months of year-end)	Bursar / *SBM* / Headteacher	Present signed Audit / Examination Certificate to full Board
16.		Extended Services: ● 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 / *SBM* / Headteacher	Annual review Spring to inform planning
17.	**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 / *SBM* / Headteacher	In line with submission date as published by the LA
18.		Monitor and address remedial actions arising from the SFVS and investigate the status of outstanding issues	Meeting after submission		

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19.		Monitor and ensure Audit Report is reviewed at each meeting and the implementation of audit management actions.	Ongoing / Post-Audit	Bursar / *SBM* / Headteacher	
20.		Review the Financial Management Competencies Matrix for School Governors	Annually	Chair of Committee	
21.		Annual review and approval of the Business Continuity Plan	Annually		
22.	**Contract Management**	Contracting arrangements to comply with the BC Schools Financial Framework – Standing Orders relating to contracts: ● 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 per item ● Contracts written and signed as appropriate	As required		
23.		Contracts / Leases: ● 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)	Termly Annually	Bursar / *SBM* Headteacher	Termly Summer
24.	**Policies**	Monitor, review, and approve policies allocated to the committee in the school's policy review schedule including: ● Annual review and approval of the Charging and Remissions Policy ● Annual review and approval of the Lettings Policy and Scale of Hire Charges ● Review and Approval of ICT Acceptable Use Policy ● Review and approval of Whistleblowing Policy ● Review of GDPR and related policies.	As specified in the schedule	Headteacher / Committee	

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25.	**Financial Reporting**	Ensure that financial information is published on the school website in line with guidance on financial transparency for maintained schools. To include: ● The number of individuals (if any) earning over £100k in £10k bandings. ● A link to the schools financial benchmarking website.	Ongoing	Bursar / *SBM* / Headteacher	
26.	**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. All education settings to have a nominated sustainability lead and climate action plan in place. The plan to be reviewed annually.	Annually	Headteacher	
27.	**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	
28.	**Minutes**	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.			

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