



KINGSMOOR LOWER SCHOOL

T: 01525 712448

E: schooloffice@kingsmoorschool.co.uk

W: www.kingsmoorschool.co.uk

Headteacher: Mrs C Jenkins

Deputy Headteacher: Mrs J Suffling

Finance and Resources Committee Terms of Reference September 2025

Membership

Three named members of the Governing Body shall be members of the Finance and Resources Committee. Associate members may be appointed by the full Governing Body. Associate members cannot vote on issues relating to school finances.

A committee chair and vice chair shall be elected by the committee (this will be by secret ballot where there is more than one candidate) at the first meeting of each academic year.

Quorum

No business can be conducted unless at least three governor members (excluding school staff) of the committee are present.

Meetings

Committee meetings will be held on an as requested basis but at least once a term.

Minutes will be circulated to members and presented with the agenda for the next full Governors meeting.

The Chair of the Finance Committee will report the work of the Committee to the regular meetings of the Governing Body.

The Committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.

Any decision taken must be determined by a majority of votes of committee members present and voting.

General Terms

- To act on matters delegated by the full Governing Body
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan
- To consider safeguarding and equalities implications when undertaking all committee functions.

Financial Policy and Planning

- To review, adopt and monitor a finance policy which includes the local scheme of delegation for spending and virements for the committee, Head Teacher and other nominated staff. This policy is contained within the School Finance Manual which is reviewed and approved by the committee.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a two-year financial plan, taking into account the priorities of the School Development Plan, roll projections and signals from central government and the LA regarding future years' budgets, within the constraints of information available.
- To draft and adopt an annual school budget plan taking into account the priorities of the School Development Plan.
- To agree and determine charges for the letting of the school premises including the grounds.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the pay Policy and as recommended by the Head Teacher.

Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Head Teacher.
- To report back to each meeting of the full Governing Body and to alert them of potential problems or significant anomalies at an early date.
- To provide other committees with the information they need to perform their duties.
- To approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To ensure the school operates within Central Bedfordshire Council Finance Regulations and Scheme for Financing Schools.
- To review, complete and submit the School Financial Value Standard (SFVS)
- To undertake any remedial action identified as part of the SFVS
- To receive and act upon any issues identified by CBC Internal Audit.

Premises

- To provide support and guidance for the Governing Body and the Head Teacher on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- To ensure an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development, with the approval of the Governing Body.
- To arrange professional surveys and emergency work as necessary.

The Head Teacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Head Teacher would normally be expected to consult the committee chair at the earliest opportunity.

- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan within the SDP.
- To review, adopt and monitor a Health and Safety Policy.
- To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, as far as is practicable.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the SDP and the effective operation of the school.
- To establish and oversee the operation of the schools Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Head Teacher.
- To establish a pay policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation.
- To annually review and approve procedures for dealing with staff discipline and grievances and make recommendations to the Governing Body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the Governing Body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer term salary budgets and other costs relating to personnel e.g. training.

- In the Autumn Term of each academic year a Pay Committee will meet to determine teachers' pay. The Pay Committee shall consist of three governors, of whom at least one must be a non-parent governor. Staff governors may not serve on the Pay Committee.

Date Approved by Finance and Resources Committee	
Date Approved by Full Governing Body	
Next Review Date	
Signed – Chair of Governors	

Everyone valued, every opportunity given, every possibility opened.



SCHOOL
MEMBER

