

# HENDON SCHOOL

## FINANCE & GENERAL PURPOSES COMMITTEE

### TERMS OF REFERENCE 2025

The Finance & General Purposes Committee is a Committee of the Academy Governing Board. It will meet at least termly and more frequently as required or directed by the Governing Board.

#### Finance

- Recommend the approval of the annual budget having considered the Hendon School development plan.
- Provide guidance to the Board, its Committees and Head on financial matters.
- Monitor the financial affairs of the Academy in a strategic way and to report to the Board as frequently as appropriate.
- Prepare, review and agree financial policies for full Board approval.
- Monitor finance reporting to the ESFA or other Government organisations.
- Consider any other financial matters and take appropriate action.
- Consider and approve decisions of other committees where there is a financial impact on the school that falls outside of the remit of those committees and has an impact on the overall approved budget.
- Oversee and monitor the finances in relation to the lettings of the Academy.
- Approve unplanned expenditure where this is in line with broad policy and school objectives. Making virements between budget allocations where necessary.

| Budget Type  | Value                       | Authority                                             | Reporting                                                                      |
|--------------|-----------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------|
| Non-Staffing | Up to E5000                 | Headteacher                                           | Note to F & GP Committee                                                       |
| Non-Staffing | E5001 to £10,000            | Finance & General Purposes Committee                  | Note to Governing Body                                                         |
| Non-Staffing | £10,001 and above           | Governing Body                                        | Agreed by F & GP Committee then recommended to the Governing Body for approval |
| Staffing     | Any                         | Headteacher following agreement of Staffing Committee | Governing Body                                                                 |
| Any          | Where balances are affected | Finance & General Purposes Committee                  | Reported to Governing Body                                                     |

- Monitor emergency procedure for dealing with emergency repairs set out in Appendix A
- Monitor expenditure and quality on contracts.
- Ensure the annual accounts are produced in accordance with the requirements of the Companies Act 1985, Academies Act 2010, ESFA guidance and other legislation issued to academies.
- Evaluate and authorise the award of contracts over £20000 and below £40000 in consultation with the Headteacher.
- Evaluate contracts above £40000 prior to recommendation as appropriate to the Governing Body.
- Make observations and recommendations to the governing board about financial planning and management throughout the school.
- Approve transactions in line with the limits set out in the Finance & Business Manual as set out below:
  - i. Up to £20,000 by approval of Headteacher or Authorised named Budget Holder
  - ii. £20,001 - £40,000 by the Finance & General Purposes Committee
  - iii. Above £40,001 by the Governing Board

## **General Purposes**

- Deal with such matters as the Governing Board delegates to the Committee.
- Consider and act on all aspects relating to premises, site, security and Health & Safety issues.
- Keep under review legal responsibilities of Trustees and advise the governing board accordingly.
- Deal with all commercial matters relating to the running of the school, e.g. Insurance, legal, lettings
- Consider and review the accommodation facilities and resources available to meet the needs of the pupils via the Asset Management Process.
- Receive and review copies of Health & Safety Minutes/reports/audits and agree action.

It should also be noted that the role of the Finance & General Purposes Committee will operate alongside the work of a separate Audit Committee.

## **Meetings of the Finance & General Purposes Committee**

The Finance & General Purposes Committee of the Governing Board have agreed to meet at least every term. Additional meetings will be called when necessary. At least seven days' notice must be given when calling a meeting.

The Finance & General Purposes Committee will consider the following items as its business at meetings:

### At Each Meeting:

- Declarations of Interest of the members of the Committee
- Review of the Academy financial position

- Review of any delegation of powers or authority given to the Headteacher. ■ Receive a termly report on premises, lettings, cleaning, catering, site security and Health & Safety issues.
- Receive a termly report on ICT activities.

### Annually

Review and approve and, where applicable, recommend to the GB for ratification the following F&GP Policies

- Acceptance of Gifts, Hospitality, Awards, Prizes or Benefits Policy
- Accounting Policy
- Asbestos Plan
- Charging Policy
- Competitive Tendering Policy
- Conflicts of Interests Policy
- Critical Incidents Policy
- Data Protection Policy
- Finance & Business Manual
- Fire Safety Management and Fire Emergency Plan
- First Aid Compliance Policy
- Freedom of Information Policy
- Health & Safety Policy
- Investment Policy
- Premises documents
- Reserves Policy

### Review

#### Privacy Notices

- Approval or review of the academy Budget and financial position
- Approval of Internal Financial Procedures and amendments to the Finance and Business Manual
- Review of delegated authority levels.
- Review of the Asset Register, as applicable
- Review of any Declarations of Interest for other Trustees or staff.
- Review of Insurances
- Review of Lettings
- Review ICT provision and Data Protection requirements within the school
- Receive and review annual Health & Safety Report
- Review School risks management, as delegated to the F&GP Committee, by the governing board.

### **Membership**

The governing board shall determine and review annually at the autumn term meeting of the school year, the establishment, terms of reference and membership of the Committee.

The Head will be an ex-officio member of the Committee in the role of Accounting Officer. The Finance Manager will attend meetings to advise where appropriate.

The work of the Committee will be supported by the Clerk to the Trustees who will give notice of meetings, act as Minute Secretary and advise about procedures. As and when desirable the Chair may request any other person to attend Committee meetings.

### **Chairing**

The Committee will elect the Chair of the Committee.

### **Attendance**

Members of the Committee, the Headteacher and the Clerk to the Committee have a right to attend Committee meetings. Any other member of the Governing Body may also attend and the Committee may allow other persons to attend.

### **Voting**

A minimum of two Trustees is required to vote. Persons 'In Attendance' at a meeting are not entitled to vote. In the unlikely event of a split vote with only two members present during the meeting, the Chair would have the casting vote.

The Chair of the Governing Board is entitled to attend any Committee meeting as an additional member where not already a member and is entitled to vote on any matter. The Committee shall not meet without the Headteacher or a nominated representative being present.

### **Conduct of Meetings**

To be in accordance with the Articles of Association.

## **Appendix A**

### Emergency Procedure for dealing with emergency repairs

- The school obtains appropriate quotes, and recommends a particular supplier
- The school circulates the details to the F&GP, which may, for example, recommend third party assessment
- If the F&GP Committee Chair and Chair of Governing Board are satisfied with the recommendation, and outcome of any assessment, the proposal is circulated first to the F&GP and then, if the F&GP agrees, to the governing board for its approval
- If approval is not given, the Governing Board may be convened — this need not be in person
- The transaction is formally recorded at the next Governing Board