

# Hartford Manor Primary School & Nursery Governing Body



## Leadership, Management and Finance Committee Terms of Reference

Date:	February 2020
Review Cycle:	Annual
Reviewed By:	LMF
Approved By:	Governing Body
Next review date:	October 2020

## **1. Introduction**

- 1.1. The Governing Body delegates many of its functions to its committees. For LMF, this includes its responsibilities relating to leadership management and finance. LMF minutes are reviewed and approved by the Full Governing Body after each meeting.

## **2. General**

- 2.1. To contribute, in collaboration with the Head Teacher and staff, to establishing, monitoring and evaluating sections of the School Development Plan relating to Leadership, Management and Finance.
- 2.2. To establish, monitor the impact of and review the School's policies relevant to LMF – and other related policies in line with the agreed cycle and make recommendations to the governing body for change, as necessary.

## **3. Leadership**

- 3.1. To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Head Teacher.

## **4. Management**

- 4.1. To begin in the summer term and agree by early in the autumn term, the programme of work and calendar of meetings for the LMF committee for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
- 4.2. To monitor the progress of work being undertaken in line with the implementation plan.
- 4.3. To review and recommend for approval the school's policies covering a broad range of management responsibilities, in line with the policy schedule. These include General Data Protection Regulations, Health and Safety, policies relating to employee relations, general management and all areas of financial management.
- 4.4. To ensure that the school premises are assessed and monitored regularly to ensure they meet Health and Safety and Fire Safety standards.
- 4.5. To consider recommendations and business cases made to committees.
- 4.6. Monitor the access to and quality of governor training and the impact it has on governor effectiveness.
- 4.7. To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an OFSTED inspection.
- 4.8. To monitor the quality of communication across all stakeholders.
- 4.9. To undertake tasks delegated to them by the Governing Body.

## **5. Finance**

- 5.1. LMFs delegated financial limits are set out in the School's Scheme of Delegation. LMF currently has responsibility to approve spending up to £10,000; write-off debts up to £1,000 and write-off/dispose of assets up to £10,000. These limits are reviewed annually.
- 5.2. In consultation with the Headteacher and School Business Manager, draft the first formal revenue and capital budget plan of the financial year for approval by the governing body.
- 5.3. To establish and maintain an up to date 3-year financial plan.
- 5.4. To monitor expenditure of school fund on behalf of the Governing Body and arrange and approve annual independent examination/audit thereof and to consider and implement any recommendations.
- 5.5. To monitor and review the school's revenue and capital budget position at least six times a year; to report significant anomalies from the anticipated position to the Governing Body and to review its year end position. (The requirement is for the governing body to receive

reports six times a year including the outturn report. Reports can be received by LMF, FGB or electronically, as long as there is opportunity for discussion/review.)

- 5.6. To ensure that the school operates within the Financial Regulations of the local authority.
- 5.7. Review and have appropriate arrangements to ensure that the school meets the requirements of the Schools Financial Value Standard.
- 5.8. Consider and implement any audit recommendations.
- 5.9. To consider and approve an appropriate Statement of Internal Control and recommend it to the Governing Body for approval.
- 5.10. To review charges annually.
- 5.11. To make decisions in respect of service agreements
- 5.12. To review/recommend internal financial regulations
- 5.13. To consider appropriate levels of reserves and balances.
- 5.14. Considering likely future pupil rolls and assessing the impact on funding levels.
- 5.15. Determine procedures for Governors to claim expenses.
- 5.16. Determine a charging and remissions policy to recommend to the Governing Body.
- 5.17. Ensure value for money by making use of Consistent Financial Reporting data and other benchmarking information.
- 5.18. To consider procurement information – contracts register, award of contracts, waivers to standing orders.
- 5.19. To determine an appropriate scheme of delegation.
- 5.20. To review the asset register and asset management plan, including plans for repairs and maintenance.
- 5.21. To review the school lettings policy.
- 5.22. To review the debt management policy and approve - write offs in line with the scheme of delegation.

## **6. Membership**

- 6.1. The committee shall consist of not less than four governors. Membership should include the Headteacher or a member of the Senior Leadership Team (SLT). The committee may make recommendations to the governing body for co-option or non-governor members and advise whether or not such members should be given a vote. The chair and vice chair shall not be an employee and be elected by the full governing body.
- 6.2. The FGB Chair and Chair of LMF will ensure that the committee includes governors with appropriate financial expertise. Where this is not the case, it may appoint associate members with the relevant skills and expertise. These members do not have voting rights on the budget and financial commitments of the governing body.

## **7. Quorum**

- 7.1. Three governors including the Headteacher or SLT Member and a governor who is not an employee of the school.

## **8. Meetings**

- 8.1. At least one meeting per term and more frequently if deemed necessary by the majority of members. The budget, however, must be reported to governors at least six times a year.

## **9. Accountability**

- 9.1. The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.