Frizinghall Primary School Governing Body
Finance and General Purposes Committee
TERMS OF REFERENCE 2026-2027

1 Membership

1.1 The Finance and General Purposes (FGP) Committee shall consist of not fewer than three Governors.

1.2 The Committee may appoint such voting or non-voting members (Associate Members) as agreed by the full Governing Body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the Committee.

1.3 Other members of the Governing Body may attend meetings of the Committee and may contribute to discussions on matters under consideration at the discretion of the Chair.

1.4 Non-Governor members (Associate Members) may not vote on matters concerning the budget and financial commitments of the Governing Body.

2 Quorum

2.1 The quorum shall be three member Governors. At least one of these Governors must be a non-Staff Governor.

3 Meetings

3.1 The Committee shall meet at least termly.

4 Chairing

4.1 The Chair of the Committee shall be elected annually at the first meeting of the academic year. The terms of reference for the Committee will be reviewed annually at the last meeting before the final full Governing Body meeting of the summer term.

5 Standing Orders

5.1 The agenda for the meeting should, where possible, be distributed at least seven days before the meeting. The Chair will consider items of Any Other Business brought to the meeting by members of the Committee, and will decide whether these should form part of the agenda.

5.2 Minutes for the meeting will be written, and, when possible, these will be distributed to members of the Committee within seven days of the meeting.

5.3 A copy of the minutes will be sent to the Clerk of the Governing Body for distribution to all members of the Governing Body.

5.4 Where there is an equality of votes for and against a particular resolution the matter will be decided by the casting vote of the Chair.

6 Terms of Reference

6.1 To agree and recommend to the Governing Body a draft budget based on priorities in the school development plan, paying due regard to benchmarking data provided by Bradford Council.

6.2 To monitor and manage the budget in accordance with the principles set out in the Financial Authority and Business Procedures Policy and with due regard for Best Value.

6.3 To approve the School Fund accounts.

6.4 To respond to any issues arising from the audit of the school's accounts.

6.5 To recommend to the full Governing Body the level of delegation to the Headteacher for the day-to-day financial management of the school.

6.6 To advise other Committees and the Governing Body of the financial implications of matters they are considering.

6.7 To agree an annual programme of repairs and maintenance.

6.8 To ensure the condition of the fabric of the building is monitored and to authorise maintenance work within the agreed budget provision.

6.9 To ensure that all statutory obligations of the Governing Body relating to buildings, finance and staff (as outlined in 'The Governors Handbook') are fulfilled.

6.10 To ensure that all decisions about staff pay comply with the national performance management regulations and the Governing Body's Whole School Pay Policy. This involves taking recommendations from the Headteacher in determining salary points of individual staff.

6.11 To consider applications from staff for leave of absence outside the scheme adopted by the Governing Body, early retirement or other matters not covered by school management arrangements or Governing Body policies.

6.12 To ensure that in regard to equal opportunities the requirements of legislation relating to gender, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy, maternity and age are met.

6.13 To establish and regularly review personnel policies and procedures.

6.14 To report to the full Governing Body on all staff matters which relate to conditions of service.

6.15 To advise the Governing Body on all current personnel developments that may affect the school's pay policy or budget.

6.16 To determine and monitor the appointments procedure on behalf of the Governing Body.

6.17 To recommend to the full Governing Body the delegation to the Headteacher of all personnel issues and matters relating to the day-to-day management, leadership and supervision of all staff employed at the school.

6.18 To comply with the performance management regulations for teachers.

6.19 To discuss any other matters that the Committee considers relevant.

7 Powers of decision-making are delegated to the Committee, with the exception of the following functions, which are retained by the Governing Body:

Finance

7.1 To approve the opening budget each year.

7.2 To approve any Intended Use of Balances Scheme.

7.3 To approve the school's self-assessment for the School Financial Value Standard.

Staffing

7.4 To approve the staffing structure

7.5 To approve the Pay policy

Buildings

7.6 To approve the annual maintenance programme.

7.7 To consider recommendations from the Committee for improvements or alterations to the school premises not contained within the agreed budget.

7.8 To approve tenders and expenditure for all building or civil engineering contracts in excess of £30,000, which is to be funded from the school's delegated budget.

The following functions are delegated to the Headteacher:

7.9 Authority to spend up to £10,000 on any single transaction or project without reference to Governors, subject to overall expenditure remaining within budget. This includes transactions or projects covering more than one financial year, so long as the total contract price does not exceed £10,000. Transactions or projects costing more than this sum, or which would cause the school to exceed its budget, to be referred to the Finance & General Purposes Committee or, if the matter is urgent and the Committee cannot meet in reasonable time, to the Chair of that Committee or to the Chair of Governors.

7.10 To be responsible for day-to-day repairs and maintenance.

7.11 To manage lettings.

7.12 To liaise with contractors and the LA in relation to maintenance and site development work and projects.

7.13 To manage the day-to-day health and safety arrangements of the school premises.

7.14 To take premises related decisions if the need arises.

8 Declaration of Interests

8.1 Before discussing or voting on a subject, a member of the Committee must declare a pecuniary interest and, if applicable, withdraw. Members of the Committee who also work in school need not withdraw from meetings when their interest in the matter being discussed is not greater than the interest of the generality of teachers at the school.

Adopted by Full Governing Body on: 9.7.26

Signed Chair of Governors: P.Sayers

Date: 9.7.26