



Burbage C of E Infant School



Terms of Reference Finance Working Group

Purpose

The Finance Working Group has a general role in advising the Executive Headteacher on matters relating to the finances of the schools. It is required to abide by the requirements and guidelines of the local authority and the DfE, and ensure that all policies and procedures relating to finance are reviewed and amended as appropriate.

The Finance Working Group should make recommendations for future financial planning and, in so doing, will need to liaise with the other committees.

Membership

The membership will consist of no fewer than three governors, including the Executive Headteacher, or their nominated representative.

The Working Group comprises:

- Executive Headteacher
- Chair of Governors
- Burbage C of E Infant School Finance Governor
- Burbage Junior School Finance Governor
- School Business Manager (Burbage C of E Infant School and Burbage Junior School)

Meetings

As a minimum the working group will meet before each Resources Committee meeting and more frequently as necessary and agreed.

A member of the committee will make a record of all proceedings at each meeting. Minutes will be circulated to members within seven days of the meeting.

Confidentiality & conflict of interest

Members of the working group will maintain the confidentiality of all information, discussions, decisions and matters raised. They will respect confidentiality within the individual schools.

Should there be a conflict of interest regarding matters between the schools, then the working group will highlight any such conflict in any recommendations made to the Resources Committee and the Full Governing Board (FGB) of the individual schools who will retain decision-making authority in accordance with the governing committee structure.

Responsibilities

To recommend potential synergies between the schools to optimise cost and value through financial oversight for the benefit of the staff and pupils of both schools in line with the schools' values and strategic plans.

The meeting will act as a working group for the Resources Committee and the FGB. It will submit for approval any decisions or recommendations in accordance with the governance structure. The Resources Committee and FGB of the individual schools will take precedence in all matters of governance.