

## Lead Governor Finance

Agreed at the meeting of the FGB on: 26<sup>th</sup> September 2018

Date of Next Review: September 2019

Name of Governor Leads: Martin Callaghan

### Terms of Reference

**Plus any other activities as determined by the FGB.**

Working with the Headteacher and Business Manager too ensure the establishment and maintenance of both a one and three year financial plan, in line with the School Development Plan.

At meetings, to lead on the analysis of budget monitor document, drawing to the FGB's attention any significant variances from the anticipated position. Monitor any additional funding streams.

To recommend to the FGB the adoption of annual budget submission.

To ensure the continued knowledge and understanding of Governors in respect of all aspects of Finance by making a presentation to the FGB meeting.

To receive audit reports and refer key issues to the FGB. Direct the response to such reports. Monitor and evaluate actions taken in response to issues identified.

Ensure completion of the Schools Financial Value Standards (SFVS) and its timely submission to the Local Authority.

Review pupil numbers and financial implications, review staffing structures and needs for the next academic year.

Review Finance Policy annually including levels of delegation, make recommendations to FGB.

Monitor staff absence and impact on current budget.

Evaluate impact of SDP spending, planned and actual.

Review Best Value statement, review contracts in line with best value principles. Review and decide service contracts/service level agreements.

Monitor and evaluate Pupil Premium, Year 7 Catch-up, Sports Funding, Child In Care funding programs.

Ensure trained Governors identified for Headteacher performance management review. Monitor and evaluate the effective implementation of performance management reviews for all staff. Ensure date is set for Clerks appraisal.

Review staff salaries in line with Pay Policy and Performance Management, make recommendations to the FGB.