



## **TERMS OF REFERENCE OF THE FULL GOVERNING BODY**

### **Introduction**

It is the responsibility of the governing body to work with the Headteacher and Camden to ensure that the pupils receive best possible education. The term governing body is used to mean the full governing body or its committees, where responsibilities can be delegated to a committee.

The governing body is collectively responsible for the overall direction of the school and its strategic management. This involves determining the guiding principals within which the school operates and then making decisions on how to best spend the school's budget. The governing body has a strategic role and has responsibility for setting educational and financial priorities, and for ensuring the budget is managed effectively. It is also responsible for ensuring that the school meets all its statutory obligations and, through the Headteacher complies with the Camden's financial regulations and standing orders. To carry out this role effectively, the financial responsibilities of the governing body its committees, the Headteacher and other staff need to be defined. This allows the governing body to ensure that adequate systems of financial control are in place and that it receives the information it needs to carry out its role.

### **The Statutory Position**

The Governing body are given their powers and duties as an incorporated body. The Statutory responsibilities of the Governing Body are detailed in section 21 of the Education Act 2002. Governors are required to:

- Manage the school budget, consider the annual budget plan, approve the budget, consider and approve any proposed revisions to the budget plan.
- Decide on how to spend delegated budget depending on any conditions set out in the la scheme within the financial year.
- Decide whether to delegate their powers to spend the delegated budget to the head teacher if so, they should establish the financial limits of delegated authority
- Be consulted by the local authority (LA) on significant changes to the la's fair funding.
- Make sure accurate accounts are kept.
- Determine the staff complement and a pay policy for the school (in accordance with school teachers pay and conditions).
- Act as a 'critical friend' to the Headteacher by providing advice, challenge and support.
- Establish a written performance management policy to govern staff appraisal, after making sure that all staff have been consulted.

### **Committee Structure**

The school will have committees for finance, personnel, premises and curriculum. For each committee the Governing Body will:

- Define its terms of reference
- Define extent of its delegated authority
- Ensure it receives minutes of the committee's meetings
- Review the committee's remit and membership annually

## A Summary of the Governing Body's Financial Management Roles

The governing body has a strategic role in the financial management of the school and therefore its key responsibilities include:

- Setting financial priorities through the:
  - School development plan (SDP), also known as the school improvement plan
  - 3 year financial plan
  - The annual budget
- Deciding on how the school's delegated budget should be spent, in accordance with their SDP and the statutory curriculum requirements laid down by government
- Approving the annual budget and multi-year budgets (where required)
- Approve each term a budget monitoring report on the recommendation of the finance committee.
- Ensuring the budget is managed effectively
- Ensuring the school meets all its statutory obligations, and through the head teacher complies with its LA's financial regulations or standing orders
- Determining virement and expenditure thresholds
- Evaluating the effectiveness of spending decisions
- More specific responsibilities of the governing body include the following:
  - Establishing formal procedures and a timetable for budget planning
  - Ensuring that only a balanced sound budget is approved
  - Ensuring that financial records are maintained that can provide auditors and inspectors with explanations they consider necessary
  - Responding promptly to recommendations made by auditors or inspectors
  - To approve termly budget monitoring reports on the recommendation of finance committee
  - Ensuring that the school obtains best value for money when purchasing goods and services
  - Establishing and maintaining a register of business interests of governors and staff who influence financial decisions. This should be open to examination by governors, staff, parents and the la
  - Authorising the disposal or write off of assets and stock with a value exceeding £1000
  - Authorising the writing off of debts over £1000
  - Authorising the head and chair to sign the annual statement of internal control
  - Approval of financial management framework and subsequent annual updates
  - Approval of the final budget no later than 15<sup>th</sup> May
  - Approval of the year end statement and balances analysis for submission to the authority by 30th June.

## Operational Matters for the Governing Body

Membership, quorum, schedule of meetings

**Date reviewed:** December 2022

**Date of next review:** December 2023

**Date approved by the Governing Body:** 08/12/22