

## **FINANCE AND RESOURCES COMMITTEE 2018/19**

### **TERMS OF REFERENCE**

1. To prepare and recommend to the Board the annual budget and a 5-year financial plan
2. To monitor the school's financial performance, including consideration of monthly accounts and reviewing of internal controls and any other management processes, and to make any necessary recommendations to the Board
3. To transfer funds and to authorise spending within approved limits
4. To ensure the regular audit of the school's accounts including the appointment of external auditors and to respond to recommendations arising
5. To establish and maintain financial policies including arrangements for delegation to the Committee, the Headteacher and other staff
6. To recommend to the Board and to keep under review a buildings strategy
7. To ensure compliance with Health and Safety legislation
8. To identify and manage risk, ensuring that robust systems are in place for regular monitoring and review, that mitigating action is taken as appropriate, and that all major risks are reported to the Board.

### **MEMBERSHIP**

- Quorum: Any three members or, where greater, any one third (rounded up to a whole number) of members
  - L Peka (Chair)
  - K Burnham
  - D Tarbet (Vice Chair)
  - J Leach
  - P Jenkinson
  - J Davoile