

FINANCE SUB-COMMITTEE - ST Thomas More Language College

Status

The Sub-Committee has been established by the Local Governing Body in accordance with paragraph 6.8.23-06.8.25 of the Scheme of Delegation and Sections C and H of the Delegation Matrix to carry out the governance functions delegated to it, which are set out in these terms of reference.

In accordance with paragraph 6.8.25 of the Scheme of Delegation, the constitution, membership and proceedings of the Sub-Committee shall be determined by the Local Governing Body and reviewed at the first meeting of the academic year.

Composition

Paragraph 6.8.25 of the Scheme of Delegation provides that the membership of any sub-committee may include persons who are not local governors as long as the majority of members are local governors.

At least 3 local governors

The Headteacher will attend all meetings of the Sub-Committee unless otherwise agreed.

The Sub-Committee may ask any other senior leader to attend meetings either regularly or by invitation, in order to provide information.

Sub-Committee meetings will not be open to the public.

Membership

Members of the sub-committee will be appointed annually at the first meeting of the Local Governing Body.

Current members	
Name	Capacity
Trevor Papworth	Headteacher
Mike Fargen	Foundation Governor
David Clark	Foundation Governor
Jonathan O'Brien	Foundation Governor
Lazzaro Pietragnoli	Foundation Governor
Pierre Lecat	Co-Opted Governor

Quorum

Not less than three local governor members of the sub-committee.

Voting

Paragraph 6.8.25 provides that no vote on any matter shall be taken at a meeting of a sub-committee unless the majority of sub-committee members present are local governors.

Any decisions taken will be determined by a majority of votes of sub-committee members present and voting – but no vote can be taken unless a majority of those present are local governors.

Chair

The Sub-Committee chair will be elected at the first sub-committee meeting of the academic year. Any local governor member may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust. The term of office for sub-committee chairs is one year.

AGREED :
REVIEW :

The following arrangements for the election of sub-committee chairs have been agreed:

- a. Any local governor may stand as chair of a sub-committee, apart from local governors who are employed by the Academy Trust.
- b. The clerk will conduct the election
- c. Candidates may be nominated or may self-nominate
- d. A secret ballot will be held if the election is contested. Each nominated candidate will be invited to set out his or her reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. The clerk will count the votes and announce who has been elected. In the event of a tie, the ballot will be re-run. If there is still a tie, the tied candidates will draw lots.
- e. The term of office for sub-committee chairs is one year.

In the absence of the chair from a meeting, the sub-committee shall choose an acting chair for that meeting from amongst its members present.

Vice Chair

Sub-committees shall not have vice-chairs, but if the chair is unable to attend a meeting, members shall elect one of their number to serve as the chair for the meeting.

Clerking

Clerk to Local Governing Body

In the absence of the clerk the sub-committee shall choose a clerk for that meeting from amongst sub-committee members present.

Reporting

Paragraph 6.8.24 requires that where any power/function has been delegated to a sub-committee/individual, that person/sub-committee shall report any action taken or decision made at the next meeting of the local governing body.

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Local Governing Body and will be presented at that meeting by the sub-committee chair (or in their absence another member of the sub-committee).

Minutes shall be made available for inspection. Information relating to a named person or any other matter that the sub-committee considers confidential does not have to be made available for inspection.

Meetings

At least one a term.

General Terms

1. To act on matters delegated by the Local Governing Body.
2. To liaise and consult with other sub-committees where necessary.
3. To contribute to the School Improvement Plan.
4. To consider safeguarding and equalities implications when undertaking all sub-committee functions.
5. To conduct an annual review of the sub-committee's work, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness and make recommendations on changes to the Local Governing Body.

AGREED :
REVIEW :

Authority

The sub-committee is authorised by the local governing body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the sub-committee. The sub-committee may seek authorisation from the Local Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any sub-committee meeting with relevant experience and expertise if it considers this necessary.

Finance Duties

The duties of the Sub-Committee shall be:

1. Consider and recommend the Academy budget to the Local Governing Body.
2. Monitor and review current and forecast income and expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, drawing any matters of concern to the attention of the Local Governing Body.
3. Monitor any variances from the budget and ensure the Local Governing Body is notified.
4. Monitor the implementation of any financial recovery or austerity plan.
5. Ensure the Academy's commercial and fundraising activities are carried out effectively and monitor progress.
6. Evaluate the impact of financial decisions
7. Ensure that systems of financial control comply with Trust policies and procedures.

Finance Sources of Information

[Academy Trust Handbook](#)

[Academy Trust Governance Guide](#)

The Key – [School Finance](#)

The Key – [How are Academies Funded](#)

[Diocesan Protocols: Accounting](#)

[SJSCAT Finance Manual](#)

School Policies - [Add link](#)

Premises Duties

The duties of the Sub-Committee shall be:

1. To develop and monitor the Academy's premises, maintenance and capital strategy for approval by the Local Governing Body
2. To scrutinise, review and where appropriate approve or recommend relevant school policies.
3. To scrutinise and review reports on premises compliance, health and safety defects and/or the implementation of appropriate risk control measures.

Premises Sources of Information

[Academy Trust Handbook](#)

[Academy Trust Governance Guide](#)

[Good Estate Management for Schools](#)

The Key – [Governors' Role in Premises Management](#)

The Key - [Health and Safety Responsibilities](#)

[Diocesan Protocols: Capital Works, Use of School Premises](#)

[SJSCAT Health & Safety Policy](#)

School Policies - [Add link](#)