

**TURNFURLONG INFANT SCHOOL  
FGB FINANCE  
TERMS OF REFERENCE 2025-26**

No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
	<b>CONSTITUTION</b>	<p><b>MEMBERSHIP</b> – according to the agreed board structure. Associate Members may be appointed by the Governing Board.</p> <p><b>GOVERNANCE PROFESSIONAL</b> – cannot be the Headteacher. Not best practice to be a governor.</p> <p><b>QUORUM</b> – at least THREE governors. For budget agreement, contract awards, financial delegation decisions or a vote an FGB quorum must be present.</p> <p><b>VOTING RIGHTS</b> – restricted to Governors. Whilst Associate Members can be given voting rights by the Governing Board, this is not considered to be best practice. Chair to have a casting vote but only if a governor.</p> <p><b>CHAIR/VICE-CHAIR</b> – to be elected annually by the whole Governing Board.</p>			
1.	<b>Financial Planning</b>	<p>Prepare the annual financial plan and 3-year medium term financial plan taking account of:</p> <ul style="list-style-type: none"> <li>• Implications of implementing the SDP/Ofsted Action Plan</li> <li>• Priorities determined by the Governing Board including the school’s strategy for raising standards and attainment</li> <li>• Forecast future rolls and expected income levels (including Sports, Pupil Premium and SEND funding)</li> <li>• Consideration of use of surplus brought forward balances</li> <li>• DFCG</li> <li>• Purchasing decisions including contracts under renewal, buy</li> </ul>	Annually	Bursar / <u>SBM</u> / Headteacher In accordance with STPCD	In line with submission date as published by the LA

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		<p>back and capital projects</p> <ul style="list-style-type: none"> <li>• Provision of extended services i.e. Pre School provision</li> <li>• Staffing structure and associated salaries</li> </ul> <p>Financial planning should include a statement of consideration showing both cumulative and in-year deficits, along with an indication of the spending rate of any reserves, with a requirement to apply for a licenced deficit with the Local Authority (LA), if appropriate.</p> <p>Any discussions related to the financial plan should be fully minuted.</p>			
2.		Ensure a recovery plan is submitted to the LA, should there be a projected deficit budget, alongside a Licenced Deficit Application by the prescribed deadline.	As Required	Bursar / <i>SBM</i> / Headteacher	
3.	<b>Financial Delegations</b>	<p>To recommend to the full Governing Board the level of financial delegations:</p> <ul style="list-style-type: none"> <li>• Headteacher's limit, for one transaction, £5,000</li> <li>• Full Governing Board over £5,000</li> </ul>	Annually	Bursar / <i>SBM</i> / Headteacher	Autumn
4.		<p>Have authority to vire between headings within the following limits agreed by the full Governing Board:</p> <ul style="list-style-type: none"> <li>• Headteacher's limit £2,500</li> <li>• Full Governing Board over £2,500</li> </ul>	Annually	Bursar / <i>SBM</i> / Headteacher	Autumn
5.		<b>Write off</b> debts or inventory items under £1,000 (debts between £1,000 and £10,000 - the Finance Director of Children's Social Care and Learning must be contacted. Above this level, the Chief Finance Officer must be contacted.	As required	Board	As required
6.		<b>Contract Award:</b> Have authority to sign off where whole life costs	Amounts set annually	Board	Autumn

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		are as follows: <ul style="list-style-type: none"> <li>Headteacher – under £5,000</li> <li>FGB – over £5,000</li> </ul>			
7.	<b>Financial Management</b>	Ensure compliance with BCC Schools Financial Framework that ensures effective and appropriate systems of Financial Control are in place.  Ensure that adequate arrangements are in place to manage conflicts of interests or any related party transactions. (SFVS Q26)  Ensure that details of related party transactions are appended to the SFVS.	Ongoing          Annually	Bursar / <u>SBM</u>          Bursar / <u>SBM</u>	
8.		Review and approve the Financial Procedures Manual.	Annually	Bursar / <u>SBM</u> / Headteacher	Autumn
9.		Receive and review and challenge the Monthly Summary / CFR Reports / Bursar / <u>SBM</u> Report: <ul style="list-style-type: none"> <li>Variances from plan to be highlighted with corrective or remedial action detailed.</li> <li>Board to approve variances</li> </ul>	Budget monitoring report to be received by the GB 6 times a year.	Bursar / <u>SBM</u> / Headteacher	
10.		Benchmark key expenditure against that of similar schools to identify any category that appears to be out of line and address variances ( <i>SFVS Section E: Value for Money and Section D: Staffing</i> )	Annually	Bursar / <u>SBM</u> / Headteacher	Summer
11.		Capital expenditure: <ul style="list-style-type: none"> <li>Identify and approve expenditure on capital projects <b>PRIOR</b> to expenditure taking place</li> <li>Monitor capital expenditure</li> <li>Review and approve the annual maintenance plan ensuring best use of capital monies to maintain assets to an adequate</li> </ul>	As required – Termly	Bursar / <u>SBM</u> / Headteacher	Termly

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		standard			
12.		Year End ensure: <ul style="list-style-type: none"> <li>• Accounts to be finalised</li> <li>• Outturn position reviewed</li> <li>• Impact of financial decisions considered to inform financial planning</li> </ul>	Annually	Bursar / <u>SBM</u> / Headteacher	Spring
13.		Voluntary Funds: <ul style="list-style-type: none"> <li>• Ensure Audit / Independent Examination</li> <li>• Review and confirm signatories and trustees</li> <li>• Registration with Charities Commission if appropriate</li> </ul>	Annual (within 6 months of year-end)	Bursar / <u>SBM</u> / Headteacher	Present signed Audit / Examination Certificate to full Board
14.		Extended Services: <ul style="list-style-type: none"> <li>• Ensure sound financial controls and monitoring arrangements are in place</li> <li>• Ensure statutory and legal responsibilities are met</li> <li>• Review expenditure, value added and future requirements</li> </ul>	Ongoing Ongoing Annual	Bursar / <u>SBM</u> / Headteacher	Annual review Spring to inform planning
15.	<b>SFVS</b>	Complete the annual SFVS for presentation to the full Governing Board and agreement, followed by submission to the LA by the prescribed deadline	Annually	Bursar / <u>SBM</u> / Headteacher	In line with submission date as published by the LA
16.		Monitor and address remedial action plan arising from the SFVS and investigate the status of outstanding issues	Meeting after submission		
17.		Monitor and ensure Audit Report is reviewed at each meeting and the implementation of audit management actions.	Ongoing / Post-Audit	Bursar / <u>SBM</u> / Headteacher	
18.		Review the Financial Management Competencies Matrix for School Governors	Annually	Chair of FGB -F	
19.		Annual review and approval of the Business Continuity Plan	Annually		
20.	<b>Contract</b>	Contracting arrangements to comply with the BC Schools Financial	As required		

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	<b>Management</b>	<p>Framework – Standing Orders relating to contracts:</p> <ul style="list-style-type: none"> <li>• Correct number of quotations obtained relevant to financial limits</li> <li>• Written authority for staff</li> <li>• Evaluation in accordance with award criteria</li> <li>• Contracts awarded in line with delegations per item</li> <li>• Contracts written and signed as appropriate</li> </ul>			
21.		<p>Contracts / Leases:</p> <ul style="list-style-type: none"> <li>• Ensure contract complies with points at Item 22</li> <li>• Consider new or amended contracts</li> <li>• Review all contracts</li> <li>• Ensure expenditure is compared against DfE recommended national deals to ensure best value (SFVS Q23)</li> </ul>	<p>Termly</p> <p>Annually</p>	Bursar / <u>SBM</u> Headteacher	<p>Termly</p> <p>Summer</p>
22.	<b>Policies</b>	<p>Monitor, review, and approve policies in the school's policy review schedule including:</p> <ul style="list-style-type: none"> <li>• Annual review and approval of the Charging and Remissions Policy</li> <li>• Annual review and approval of the Lettings Policy and Scale of Hire Charges</li> <li>• Review and Approval of ICT Acceptable Use Policy</li> <li>• Review and approval of Whistleblowing Policy</li> <li>• Review of GDPR and related policies.</li> </ul>	As specified in the schedule	Headteacher / Board	
23.	<b>Financial Reporting</b>	<p>Ensure that financial information is published on the school website in line with guidance on financial transparency for maintained schools. To include:</p> <ul style="list-style-type: none"> <li>• The number of individuals (if any) earning over £100k in £10k bandings.</li> <li>• A link to the schools financial benchmarking website.</li> </ul>	Ongoing	Bursar / <u>SBM</u> / Headteacher	

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24.	<b>Sustainability</b>	Consider completing an energy audit to aid in developing an energy efficiency policy / plan in line with government guidance, focusing on use of heating, hot water, lighting, technology, and equipment.  By 2025, all education settings to have a nominated sustainability lead and climate action plan in place. The plan to be reviewed annually.	Annually	Headteacher	
<b>PREMISES, HEALTH AND SAFETY</b>					
25.	<b>Premises Maintenance</b>	Review condition of school buildings taking account of the: <ul style="list-style-type: none"> <li>• Property Condition Survey</li> <li>• Asset Management Plan</li> <li>• Advice of the Local Authority (LA)</li> <li>• The SDP</li> <li>• The school's climate change and sustainability action plan</li> <li>• Current guidance on managing asbestos in schools and colleges</li> </ul> Updated guidance on the identification and reporting of Reinforced Autoclaved Aerated Concrete (RAAC)	Termly	Headteacher or responsible person (ie. Site Manager/ SBM / <i>Bursar</i> )	full Board
26.		Produce and monitor an annual maintenance plan to ensure premises are in a safe condition.	Annual	Headteacher (in conjunction with Site Manager, if applicable)	Summer
27.		Ensure adequate segregation of pedestrian and vehicle access on the school site.	Ongoing	Headteacher	
28.		Review the implementation of: <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Emergency Plan</li> <li>• Personal Emergency evacuation plans for those with limited</li> </ul>	Annual	Headteacher	Summer full Board

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		mobility or special needs in the event of an evacuation <ul style="list-style-type: none"> <li>• Lockdown procedure</li> </ul> Any health and safety related actions identified by risk assessments			
29.		Cost any development/maintenance works necessary and liaise with the Full Board.	Termly, as required	Headteacher / SBM / <u>Bursar</u>	
30.		Ensure that efficient, effective, and safe programmes are in operation, including compliance with risk assessments, for: <ul style="list-style-type: none"> <li>• Reactive (day-to-day) and planned maintenance</li> <li>• Premises/site security</li> <li>• Cleaning</li> <li>• Grounds maintenance</li> <li>• Disposal of waste</li> <li>• Fire</li> <li>• Catering</li> <li>• Management of visitors to the school site</li> </ul> Any other Premises, Health and Safety matters detailed within risk assessments	As Required	Headteacher (in conjunction with Site Manager <i>if applicable</i> )	As Required
31.		Ensure plant and work equipment is provided, serviced, and maintained, in accordance with manufacturer's instructions, and records kept, in line with current Health and Safety legislation. <ul style="list-style-type: none"> <li>• Buckinghamshire Council Insurers requirements</li> </ul> Buckinghamshire Council servicing and maintenance policies			
32.	<b>Contracting</b>	<ul style="list-style-type: none"> <li>• Follow the Buckinghamshire Council self-help procedures for work other than general maintenance.</li> <li>• Ensure the necessary tendering arrangements are carried out.</li> </ul> Make recommendation to the full Governing Board on the award of contracts ensuring the principles of best value are applied.	As required	Board	





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42.		Review the Emergency Plan / Business Continuity Plan with reference to current published guidance. <a href="#">Emergency Planning and Response for Education, Childcare and Children's Social Care Settings</a>	Annually	Headteacher / SBM / <i>Bursar</i>	Full Board
43.	IT	Ensuring school IT resources are fit for purpose and there is a maintenance plan in place to ensure continuity of IT provision	As required	Headteacher / SBM / Bursar	
44.		Ensure IT Acceptable Use Policies in place which have been shared with staff, pupils and parents	Annually	Headteacher / SBM / Bursar	
45.		Ensure the school is meeting the DfE's Meeting Digital and Technology Standards and schools and colleges.	As required	Headteacher / SBM / Bursar	
46.		To take appropriate action to meet with the DfE's cyber security standards to improve the school's resilience to cyber security attacks. To consider purchasing cyber security insurance.	Annually	Headteacher / SBM / Bursar	
47.		To review and consider the use of AI in school by staff and pupils and ensure an appropriate policy is in place.	As required	Headteacher / SBM / Bursar	
48.	<b>Educational Visits</b>	To agree, as part of the school's policy: <ul style="list-style-type: none"> <li>The types of visits governors will be informed of e.g. local, residential, overseas, adventurous, using coach or public transport.</li> </ul> If governors will have access to the <b>Evolve</b> account in order to comment on the visit.	Annually	Board	Summer
49.		Ensure emergency management systems as recommended by the DfE are in place and accessible to staff.	Annually	Board	Summer
50.		Monitor implementation of the policy including governor visits to outdoor learning events. Educational visits to be a standing item in the Headteacher's Report.	At least annually	Headteacher	Inform future plans
51.		Ensure a school Educational Visits Co-ordinator (EVC) is appointed from within the Senior Leadership Team to be trained and	Annually	Headteacher	

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		resourced to fulfil their duties. Educational Visits Coordinator (EVC) to attend update training every three years.			
52.		Ensure the Charging and Remissions policy is applied taking account of legislation on entitlements to remission of board and lodgings and governing board decisions relating to subsidies	Ongoing – Annual report		
53.		Review parental consent ensuring that there are robust systems in place for maintaining emergency contact details, dietary (including allergies), and medical needs.	Annual	Headteacher	
54.		Where the school is the employer, ensure insurance fully covers all personnel, volunteers and pupils involved in activities out of school hours and off the school premises.	Annual	Headteacher	
55.	<b>Training</b>	<p>Training for staff:</p> <ul style="list-style-type: none"> <li>All staff to receive health and safety training as part of their induction.</li> <li>Records of staff training to ensure continuity.</li> <li>Staff to undertake all relevant training appropriate to their role and is refreshed regularly (please refer to the LA's Model Health and Safety Policy for further details).</li> </ul> <p>Training for Governors:</p> <ul style="list-style-type: none"> <li>At least one governor to be health and safety trained</li> </ul> <p>At least one governor to be cyber security trained.</p>	<u>Annual</u>	<u>Headteacher</u>	<u>Full Board</u>
56.	<b>Review</b>	Contribute to a robust School Self Evaluation Process, to include Governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvement.	As specified in the schedule	Headteacher / Board	
57.	<b>Minutes</b>	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Board.			

**NB:** Revisions since previous version are *italicised and underlined*.