

**MASON MOOR PRIMARY SCHOOL**  
**TERMS OF REFERENCE**  
**GOVERNORS' FINANCE & RESOURCES COMMITTEE 2020\2021**

**1 Purpose**

The Governing Body is the body ultimately responsible for the overall financial affairs of the school. This responsibility is exercised by establishing clear levels of delegation to this and other Committees and to the Head Teacher.

**2 Membership**

2.1 The whole Governing Body shall determine and review annually, at the first meeting of the school year or the last meeting of the preceding year, the establishment, terms of reference, constitution and membership of the committee.

2.2 Membership shall consist of not less than three governors elected by the WGB plus the Head Teacher. At least two members present must not be members of staff.

2.3 Associate members may be invited to attend or join as required, however, governors must still make up the majority of the Committee membership. The Business Manager, if not already a governor, will be an associate member of the committee. The Committee must agree whether associate members have voting rights.

2.4 The Committee may invite other Governors and/or others to attend the meeting to provide advice, guidance or information, as it feels necessary.

**3 Committee meetings**

3.1 The committee shall meet **at least once per term**, followed two weeks later by a whole governing body meeting. Any additional meetings will be called as and when necessary by committee members, the Headteacher or WGB, giving at least 7 days notice.

3.2 The WGB will agree the Chair and Clerk of the committee. The Clerk must not be the Headteacher, but committee members may act as clerk in the absence of a formally appointed clerk.

3.3 The quorum for committee meetings must be three governors who are members of the committee plus the Headteacher. The committee shall not meet without the Headteacher, or a nominated substitute being present.

3.4 Declaration of interest should be a standing agenda item for each meeting.

3.5 Committee decisions, taken within their constitutional remit, have the status of decisions of the whole Governing Body.

3.6 The Clerk to the Committee will issue an agenda to all members and, where possible, any papers to be discussed at the meeting, circulating minutes as soon as they have been prepared to all Governors. The committee will report back to the next meeting of the whole Governing Body and a record will be made in the minutes of those meetings.

- 3.7 Minutes of every meeting must be signed by the Chair after approval at the next available meeting. Copies (other than confidential minutes) and supporting papers will be retained in the school office and will be available to all governors and members of the public.
- 3.8 Where the Committee deems an item to be confidential, minutes of that item will only be issued to those members present for discussion of the confidential item.
- 3.9 The Code of Conduct for Governors applies equally to committees as well as WGB.

#### **4 Voting Rights**

- 4.1 All Governor members have voting rights unless there is a conflict of interest as set out below.
- Where there is a conflict between the interests of any person and the interests of the governing body that person should withdraw from the meeting and should not vote.
  - In a situation where the principles of natural justice require a fair hearing and there is any reasonable doubt as to a person's ability to act impartially, he or she should also withdraw from the meeting and not vote.
  - Where a Governor or Associate Member has a pecuniary interest in any matter he or she should also withdraw from the meeting and not vote.
  - Examples of cases where a fair hearing must be given include decisions relating to staff or pupil discipline or admission of pupils. The restrictions on persons taking part in proceedings do not stop a governing body or committee from allowing someone who can offer relevant evidence to a case in question from giving that evidence.
  - If there is any dispute as to whether or not a person must withdraw from a meeting the other Governors present at the meeting must decide upon this.
- 4.2 All matters for discussion will be decided by a majority vote of those present. If this is an equal number the Chair has a casting vote.
- 4.3 The voting rights of Associates Members will be decided by the WGB at the time of appointment, however, they may not vote on any decision concerning admissions, pupil discipline, election or appointment of governors, the budget and financial commitments of the WGB.
- 4.4 Any person present who is a member of staff (other than the Headteacher) will leave the meeting for any item dealing with the pay or competence of any member of staff.
- 4.5 The Headteacher will leave the meeting for any item dealing with her pay or competence.

#### **5 Responsibilities**

As agreed by the whole governing body and recorded in the delegation of responsibilities\decision planner in September of each academic year.

As recorded in the current Teachers' Pay Policy.