

## General Purposes Committee Terms of Reference 2024-25

**Membership:** The General Purposes Committee (GP) shall consist of not less than 4 members, who shall also be members of the School Governing Body.

With the approval of the Governing Body, the GP shall have the power to co-opt non-Governor members to the committee.

**Quorum:** The Committee shall be quorate if at least three Governor Members are present in body or via electronic means two of which must not be members of staff.

**Meetings:** The committee shall meet at least once every half term.

### Terms of reference

**(1)** To advise and inform the Governing Body on all financial matters, including the annual budget, with particular regard to:

- (a) Reviewing and monitoring the financial and budgetary decisions on behalf of the Governing Body.
- (b) Responding to any audit reports on official funds.
- (c) Achieving and maintaining SFVS standard.
- (d) Ensuring that all unofficial funds are audited.
- (e) The preparation and submission of a draft annual budget for consideration by the governing body.

**(2)** To review, monitor and recommend to the Governing Body decisions concerning the use, maintenance and development of the school's premises, with particular regard to:

- (a) Compliance with statutory health and safety regulations.
- (b) Inviting tenders and recommending approval of contracts.
- (c) Preparing and regularly reviewing a lettings and charges policy.
- (d) Prioritising the details of the Asset Management Plan and Premises

Development.

**(3)** To review, monitor and recommend to the Governing Body decisions concerning personnel policy, with particular regard to:

- (a) Procedures related to staff consultation, discipline, grievance and redundancy.
- (b) Reviewing teachers' salaries and making recommendations for advancement in accordance with the criteria approved by the Governing Body. Ensuring that teacher's salary statements are issued by 31<sup>st</sup> October each year.
- (c) Reviewing the Head teacher's salary and making recommendations for advancement in accordance with the criteria approved by the Governing Body. Ensuring that the head teacher's salary statement is issued by 31<sup>st</sup> December each year.
- (d) Preparing and regularly reviewing a staff pay policy.
- (e) Recommending honoraria in line with the staff pay policy.

Day to day staff management is delegated to the head teacher in accordance with staffing regulations.

### **Financial delegation**

The governing body authorises the committee to take decisions on expenditure up to £25,000.

The governing body authorises the head teacher to take decisions on expenditure up to £5,000.

The governing body authorises the committee or head teacher to take decisions on expenditure higher than their relevant delegated amounts, in consultation with the chair of governors.

### **Review and delegation**

At its first meeting of each school year, the governing body will review the terms of reference, and the levels of financial delegation to the committee.

### **Reporting Back**

The committee will report to the full governing body by means of minutes which will be presented at the next full governing body meeting.

Agreed by GB on

Date of next review September 2025