

Lytchett Minster School

FINANCE AND ADMINISTRATION COMMITTEE

TERMS OF REFERENCE (Reviewed by this committee on 04th October 2016)

DELEGATED POWERS TO THE FINANCE AND ADMINISTRATION COMMITTEE (added 05/12/16)

The board of governors, at the Main Governing Body Meeting, has granted the Finance and Administrations committee, where applicable, the power to ratify their own policies without the requirement for further ratification at the MGBM.

1. To approve the budget in a timely manner in accordance with audit recommendations, subject to review and ratification by the Full Governing Body in its summer term meeting.
2. To support the School's financial management.
3. To advise other committees on financial matters.
4. To determine lettings policy.
5. To recommend schemes for income generation.
6. To appoint a responsible officer to undertake monitoring checks
7. To take cognisance of issues arising out of the School Development Plan

DELEGATED POWERS TO THE HEADMASTER

1. Appointment of Business Manager.
2. Determination of administrative staffing structure.
3. Headmaster, in consultation with Chairman of Finance Committee, empowered to vire between budget headings as necessary (except that any decrease of the levels of academic staff budgets needs approval of either the Chairman or Vice-chairman of the full Governing Body) but this will always be included in the Chair of Finance's report to the Main Governing Body.
4. Policies relating to the Finance committee may be ratified during a committee meeting with no requirement to be taken to the Main Governing Body Meeting.

The Finance and Administration Committee normally meets once per term and has a quorum of three "core" committee members.

