

Oldfield School Governor Role Specification

Governor Role	Chair of Finance & General Purposes Committee	Name of Governor: Kevin Ward
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In addition to the responsibilities outlined in the general role specification for lay governors, the Chair of the Finance & General Purposes Committee will undertake the following duties:

1.	To understand the Terms of Reference (TOR) of the Finance & General Purposes Committee (F&GP) and the full scope of its remit as a Converter Academy, understanding the additional freedoms an Academy has in accordance with the <i>Academies Act 2010</i> .
2.	The Chair of the F&GP Committee will lead the remaining Committee members in ensuring that the Academy meets its statutory obligations under the Academy's Funding Agreement and Articles of Association in accordance with the Committee TOR and <i>The Academies Act 2010</i>
3.	To revise the TOR to ensure that it remains compliant with the Funding Agreement and possible significant statutory changes, and to ensure that all alterations are reported to and approved by the Full Governing Body (FGB)
4.	To Chair each meeting (or ensure that another governor is able to deputise in case of sickness or absence) and ensure that the Head Teacher and Bursar are constructively challenged and properly held to account with an eye to ensuring value for money and maintaining a healthy balance
5.	To ensure significant issues are reported to other governor committees as appropriate, including reporting a summary of F&GP Committee business to each meeting of the FGB
6.	To lead the F&GP Committee in reviewing and evaluating all procedures and policies relating to Finance, including the Financial Regulations, list of contracts etc. to ensure compliance with the Funding Agreement and Articles of Association
7.	Ensure that training is current and refreshed where necessary (detailed at Annex A). The Chair should take a lead in keeping abreast of changes in statutory requirements, and to ensure that all finance governors receive the appropriate training from the Bursar and finance training from other providers.
8.	Ensure that self and other finance governors have an understanding of the annual audit process and the preparation of company accounts in accordance with relevant legislation, including <i>The Academies Act 2010</i>
9.	Ensure that each meeting is properly minuted by a delegated member of the committee and that the minutes are a true and accurate record of the matters discussed, signing a declaration to this effect
10.	Set the 12 month forward plan for F&GP Committee business by September each year
11.	For the duration of the imposition of the Interim Academy Board (currently until August 2015), the Chair of F&GP will also be a member of this board and shall be responsible for ensuring that initiatives agreed by the IAB in accordance with the School Action Plan, where they relate to F&GP, are properly implemented by the F&G Committee, including a commitment to long-term financial planning
12.	Ensure that the F&GP Committee properly directs the Responsible Officer (RO) to hold the Bursar (and finance staff) to account and ensure full accountability and transparency

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Annex A

Training for Role

Training Course	Provider	When	Where
Safer Recruitment	B&NES	As soon as possible	http://www.education.gov.uk/e-learning/login/index.php
How Schools Get Their Money	B&NES	As notified in training programme	Fry's Conference Centre, Keynsham
How Schools Spend Their Money	B&NES	As notified in training programme	Fry's Conference Centre, Keynsham
Health & Safety Briefing	B&NES	As notified in training programme	New Council Chamber – Riverside Building Keynsham
F&GP Induction	Bursar	As soon as possible	In-house

Additional guidance can be obtained from the National Governors' Association (NGA) and National Leader of Governance (NLG). It is also recommended that Curriculum governors read the *Times Educational Supplement (TES)* and familiarise themselves with relevant information contained in the EfA website.

DECLARATION

I, [Name], confirm that I have read the above role specification and fully understand the role and responsibilities of Chair of the Finance & General Purposes Committee and agree to undertake them in good faith and to the best of my ability.

Signed _____ Date _____