# FINANCE AND GENERAL PURPOSES COMMITTEE
# TERMS OF REFERENCE – 2026/2027

**Purpose:** Overseeing the financial performance of the school and pre-school and making sure its money is well spent.

**Membership** At least 4 governors and a chair will be elected, and a clerk appointed.

**Meetings** The committee will meet at least 3 times a year.

**Monitoring** The committee is responsible for:

1. Budgets, up to date financial plans and 3-year financial plans
2. Evaluating long term strategic risks
3. To manage the maintenance, development, and expenditure on school premises
4. To ensure the effectiveness of financial procedures and controls, and annually review charges and remissions policies, the expense policy and service agreements.
5. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body.
6. To oversee arrangements, including Health and Safety, for the use of school premises by outside users subject to governing body approval.
7. To ensure the school operates within financial regulations and guidance.
8. To ensure as far as practical that Health and Safety, and accessibility issues are appropriately prioritised.

**Approved on: 5th October 2026**

**Next review: October 2027**

| Name | Governor/Associate Member | Voting Rights | Date Appointed to Committee |
|---|---|---|---|
| Phil Croke | Headteacher Governor | yes | 06.11.2015 |
| Mike Xifaras (chair) | Co Opted Governor / Chair of Governing Body | yes | 08.07.2020 |
| Joanna Welbourn | Parent Governor | yes | 24.09.2019 |
| Fenella Faulkner | Foundation Governor | yes | 06.02.2024 |
| Athen Warren | Parent Governor | yes | 06.02.2024 |
| Faye Keen | Associate Governor | no | 17.10.2023 |

Disqualification: any relevant person employed to work at the school, other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

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| Chair Committee | Mike Xifaras |
| Clerk of the Committee | Lora Simons |
| Quorum<br>(minimum of 3 full governors, committee can determine a higher number) | 3<br>(1 School member plus 2 other F&GP members) |
| Date reviewed by Committee | 21.09.26 |
| Date reviewed by Governing Body | 05.10.26 |