Lead Finance Governor – Role and Record of Actions

1. **Role description and key responsibilities**

As the Governor responsible for Finance you will ensure that the governing body fulfil its responsibilities in respect of these areas by ensuring that Dee Point:

* has all the effective Policies and Procedures in place
* is reporting and recording all financial procedures accurately
* is adopting a rigorous, fair and transparent appraisal policy and review system.
* is accessing appropriate training linked to Finance for all staff
* has a senior member of the school’s leadership team who takes a lead responsibility for Finance issues

1. **Skills, knowledge and training required**

* Be familiar with all relevant school policies and procedures, particularly
  + Schools Financial Value Standard (SFVS)
  + The School Budget and financing in line with LA requirements
  + Pupil Premium Policy & Expenditure
  + Pay Policy
  + Appraisal Policy
* Attend all relevant CWAC Governor training linked to Finance
* Have a working knowledge of the school’s budget review cycle
* Have a working knowledge of the school’s appraisal review cycle

1. **Key deliverables and actions taken against them**

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| **Detail of deliverable** | **Frequency** | **Expected Evidence** |
| Ensure all school policies relating to Personnel are reviewed annually by the Full Governing Body or responsible committee including those policies named above. | ANNUAL | Minuted at FGM |
| Review Terms of Reference for the Committee on an annual basis | ANNUAL | Governor Minutes |
| Ensure that the school keeps accurate accounting records | ANNUAL | Minuted at FGB |
| Approve and manage the school budget and agree expenditure in a way that meets LA requirements for financing schools within the financial year. | BI-ANNUAL | Budget Review Minutes |
| Decide how far to delegate to the headteacher the powers to spend the delegated budget and set financial limits. | ANNUAL | SFVS document |
| Make sure no governor, employee or related party has benefitted personally from the delegated budget, other than under agreed arrangements such as a contract of employment. | ANNUAL | SFVS report |
| Maintain a published register of interests, including the relevant business and pecuniary interests of governors and any relationships between governors and staff. | ANNUAL | Report to Governors |
| Make sure the school’s assets are under the governing body’s control and that measures are in place to prevent losses or misuse. | TERMLY | Report to Governors |
| Complete the School’s Financial Value Standard (SFVS) | ANNUAL | Report to Governors |
| Ensure that pupil premium funding is being spent on improving attainment for eligible pupils | TERMLY | Minuted at FGB |
| Maintain and update a pay policy | ANNUAL | Minuted at FGB |
| Comply with the School Teachers’ Pay and Conditions Document (STPCD) | ANNUAL | Minuted at FGB |

Governor Visit Report

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| --- | --- |
| **Name** | **Date** |
| **Focus of visit** (link to individual governor role / school development plan) | |
| **Summary of activities** e.g. talking to staff and pupils, looking at specific resources, having lunch etc. | |
| **What have I learned as a result of my visit?** (relate this back to focus of visit) | |
| **Aspects I would like clarified/ questions that I have:** | |
| **Actions for the governing body to consider:** | |

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