

# THE BOARD OF GOVERNORS OF DUNRAVEN SCHOOL

## GENERAL PURPOSES COMMITTEE

### Terms of Reference

#### 1. Legal Basis

The committee is formed under Part VI, Regulation 46 of the of Education (School Government) (England) Regulations 1999 and the Education (School Government) (England) (Amendment) Regulations 2000. The Committee only has certain powers delegated to it and specifically cannot have delegated to it those functions described in Part V Sections 41 and 42 of the Education (School Government) (England) Regulations 1999.

#### 2. Membership

Part VI, Regulation 46 of the of Education (School Government) (England) Regulations 1999

(a) the constitution, membership and proceedings of the governing body shall be determined by the governing body:

(b) the establishment, terms of reference, constitution and membership of any committee of the governing body shall be reviewed at least once in every twelve months.

Membership will consist of not less than five governors of the school and to always include the Principal or the Chair of Governors. The Deputy Principals, Director of Administration and Finance and Senior Administrative Officer will be invited as non-voting members

#### 3. Aim and Remit of the General Purposes Committee

The committee shall have the power granted it by the full governing board to act on behalf of the full governing board and to make decisions on behalf of the full governing board in order to monitor and evaluate the effective and efficient utilization of financial and physical resources and services that underpin achievement of standards. The full governing board require only that it be fully advised of such decisions made on its behalf. Specifically the General Purposes Committee will

1. advise the full governing board on financial strategy and policy within the resources available and suggest other strategies to generate income.
2. advise the full governing board on the application of the budget share and other grant made to the school in accordance with Lambeth LEA's scheme for the financing of schools, any other regulations that apply to the receipt of specific grant, together with any subsequent legislation, regulation and administrative arrangements.

3. receive, consider and through the clerk to the governors present to the full governing board annual estimates of the school's budgets and annual out-term budget.
4. To set the first budget for a new financial year in accordance with the delegated authority given by the full governing board.
5. receive regular reports on budget performance and details of variances
6. review from time to time or as advised by its auditors or Lambeth LEA Internal Audit, the regulations for the supervision and or control of financial procedures, accounts, income and expenditure of the school, together with such related matters as considered necessary and desirable.
7. generally review the provision of resources and services to the school and, in particular to undertake the setting up of contracts for a variety of services as determined by the full governing board and to consider where appropriate the substitution of either in-house services or external suppliers and advise the full governing board accordingly.
8. will keep under constant review the maintenance and general condition and state of repair of the site and school buildings. This should also include building usage, building development, general fabric, decoration, grounds maintenance and signage and include all sites within the schools possession. The committee will take what ever action is necessary to keep these in a good state of repair within the budgetary limitations already set.
9. keep under constant review the general cleaning of school buildings and site and monitor the standard of cleaning and take what action is appropriate.
10. review the security aspects of the school buildings and site and make such provision to improve or maintain the security of the site and buildings.
11. advise the governing body on the adequacy of insurance cover
12. consider from time to time, what physical improvements to the learning environment of the students of the school may be necessary to enhance performance, aid efficiency or improve morale.
13. consider from time to time, what physical improvements to the working conditions of all members of staff may be necessary in the interests of staff welfare to enhance performance, aid efficiency or improve morale.
14. consider on suitable advisement, what capital bids may be necessary or advisable in order to maintain or improve the site or buidlings.
15. consider and make recommendations to the full governing board on any proposals for the acquisition or disposal of buildings and sites.

16. oversee the distribution of the school fund.

#### **4. Proceedings of the Committee**

1. The clerk will circulate an agenda any other papers not less than 7 days before the date of the meeting
2. The committee will be quorate if the Principal or Chair of Governors, plus two other governor members, are present. The number of governors present must always be greater than any non-voting members of the committee
3. The Chair of the committee will be selected from amongst the governors members, by the full board of governors, at their first full meeting of the academic year. Where the Chair is absent the governor members of the committee will select from among themselves a governor to act as chair for the meeting.
4. The Committee will keep minutes of its proceedings, which will be taken by the clerk to the committee and entered into the minute book of the committee.
5. Where a governor has any pecuniary interest, direct or indirect, in any contract or proposed contract or other matter and is present must declare this interest as soon as possible and withdraw from the meeting during consideration of the matter.
6. The committee may agree the commencement of works where budget approval has already been given by the governing body.
7. The Committee may approve new expenditure of up to £20,000 without the prior approval of the governing body. The full governing body must approve any commitment above this figure.