

Role Profile – Finance

School: Swingate Primary School



Your Roles & Responsibilities

The link governor for finance will:

- Work closely with the Swingate business manager to monitor the financial position of the school.
- Ensure the school has an up-to-date finance policy.
- Ensure all other finance policies are up to date and that they are being followed (Charging and Remissions, Pay and Governor allowance and expenses).
- Know how your school's financial position [compares with similar schools](#)
- Be aware of local and national developments that would affect your finances, e.g. an increase in National Insurance contributions.
- Attend relevant training to keep up to date with current thinking.
- Meet with the Headteacher to ensure finance are linked to the School Improvement Plan
- Work with other link governors whose role involves finance such as [Pupil premium](#) and [SEND](#)).

Questions to ask senior leaders

The link below will give you some finance questions to consider before [approving the budget](#).

Its not just up to you to ask finance questions, all governors should ask questions and should be encouraged to do so.

Ofsted will look to see that governors oversee financial performance and make sure money is well spent. See paragraphs 345 and 346 of Ofsted's [School Inspection Handbook](#).

They'll also look for evidence that your role as a link governor is [performed effectively](#).



Key Contacts

Name:	
Role:	
Contact details:	
Name:	
Role:	
Contact details:	

Reporting Requirements

Governing committee visits (6 times a year)	Visit the School Business, at a time arranged, to complete a Monitoring Visit form to enable you to report to FGB.
Monitoring Visit – Annual Report to FGB at every FGB meeting	As calendared

Documents you might need

Monitoring Visit Report	 Finance Monitoring Visit Form
FGB Paper Cover Sheet	 Report to the Full Governing Body.doc
Questions to ask - Finance	Finance - Questions to consider

Relevant Training Links

[Governor Knowledge - Finance Course](#)

Relevant Guidance

[DFE Guidance](#)

<p>Reports to the FGB and the questions you ask the School Business Manager as evidence that you're fulfilling these areas.</p> <p>Use our list of questions Ofsted might ask to help you prepare for conversations with inspectors, and find out how governance is inspected.</p>		
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Any other relevant information		