



FINANCE and RESOURCES COMMITTEE

TERMS OF REFERENCE

1 COMPOSITION

At least three members of the governing body with voting rights.

The governing body or the committee may appoint associate members to serve on this committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance (Procedures) (England) Regulations 2013.

2 QUORUM

The quorum for a meeting and any vote will be three governors who are members of the committee.

3 TERMS OF REFERENCE OF THE COMMITTEE

The Committee's key functions are to:

Finance

- i. Ensure that the school is managed well financially by having due regard to financial management and by monitoring and evaluating the school's financial performance.
- ii. Ensure that the school complies with Best Value principles when making decisions about the utilisation of the school's resources.
- iii. Ensure the school improvement plan is fully costed and provides a sound basis for long term financial planning; make recommendations for updating the plan on a regular basis.
- iv. Give consideration to the initial budget and make recommendations to the FGB (Full Governing Body).
- v. Establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the FGB.
- vi. Monitor the school's budget, reviewing the level of balances, and make appropriate recommendations to the FGB.
- vii. Evaluate the quality, cost and impact of all services purchased before contracts are renewed.
- viii. Consider annual insurance requirements and make recommendations to the FGB.
- ix. Ensure that appropriate self evaluations and risk assessments, including use of Financial Benchmarking data, are carried out in a timely manner and are made available to financial management standard assessors evaluating whether the school is meeting any required standard.
- x. Ensure due regard for the Consistent Financial Reporting Framework so that accurate CFR returns are submitted, via the LA, in a timely manner.

- xi. Receive feedback from financial management assessors and act upon it to ensure that the school is meeting any required standard; receive the report of the Authority's auditors and act upon any recommendations made.
- xii. Determine the school's charging and remissions policy and keep it under review.
- xiii. Have regard for the LA's guidance on all aspects of Extended Schools activities.
- xiv. Ensure that funds delegated to the school are used for that purpose and not to support Community Extended School activities.
- xv. Carry out an annual review of the Budget Management Policy and make recommendations to the FGB.

Staffing

- i. Decide teaching and support staff establishments and authorise the filling of any vacancies, ensuring that each member of staff has a contract of employment; oversee arrangements for the deployment at the school of non-governing body employees.
- ii. Implement the school pay policy and determine accordingly the salary for new appointments, ensuring compliance with the current School Teachers' Pay and Conditions Document, and Education department guidance. Keep detailed records of all salary matters, ensuring that staff have ready access to their own records.
- iii. Ensure that the pay policy supports the school's recruitment, retention and development of staff, and that there is proper pay relativity between jobs, giving recognition to increased responsibility, whether temporary or permanent.
- iv. Ensure that a review of the pay policy and all staff salaries – with appropriate staff consultation – is conducted annually.
- v. Ensure that staff are aware of the procedures for discussing their salary with the head or other appointed member of the senior management team, and that staff understand the appeal procedure.
- vi. Consider applications for early retirement or leave of absence.
- vii. Ensure that all staff have clear job descriptions and that these are reviewed annually.
- viii. Recommend criteria to be used for any discretionary points and ensure that, when points are awarded, the reasons for the increase are clearly minuted.
- ix. Plan, monitor and review the in-service training needs of the school.
- x. Ensure that the requirements of legislation relating to gender, race, age and disability are met.
- xi. Recommend how information on vacant posts, including discretionary points, temporary and acting posts shall be made known to staff.

Note:

(a) Staffing functions delegated to the Headteacher: to appoint temporary supply staff and also staff to cover the absences of permanent staff; to make all the necessary arrangements for the appointment of staff which have been agreed by the committee or the FGB; to approve the working of overtime; and to take such other urgent action on staffing issues as is required in consultation with the Chair of the Committee.

(b) Functions retained by the FGB: arrangements for appointing the Headteacher and Deputy Headteacher(s).

Premises, Health and Safety

To ensure that the building, equipment and materials are safe and do not put the health of persons at risk whilst they are on the premises.

General Matters:

- i. To ensure that regular termly inspections of the premises and grounds are carried out and any health and safety or maintenance issues are highlighted, prioritised and any relevant costs approved.
- ii. To receive reports and discuss papers that are relevant to the committee.
- iii. To ensure that all members of the committee are aware of guidelines and procedures, which relate to their duties as a member of the committee.
- iv. To ensure the overall health and safety of staff, pupils and visitors at the school.
- v. To review policies and procedures relevant to the committee (eg. Lettings/ DDA).

Accidents and Incidents

- i. To receive regular reports of any reportable injury, disease or dangerous occurrence and to ensure that records are kept and are readily accessible.
- ii. To receive reports of any injury caused by physical violence against a person at work.
- iii. To receive reports on any incidents of crime and loss and to ensure that these are reported to the police and LA where appropriate.

Health and Safety Policy

- i. To monitor and review the schools' Health and Safety policy and Safety Management System and consider any funding implications.

Child Protection

- i. To ensure that the school has a designated member of staff for child protection and a governor responsible for oversight of child protection issues.
- ii. Ensure that the school follows Child Protection procedures in relation to: safer recruitment; security of premises; maintenance of school environment and property; safe working practices; visits into and out of school.

Risk Assessments

- i. To receive reports on risk assessments on all school activities, including classroom activities, general school activities and out of school activities, and monitor measures introduced to manage those risks.

Educational Visits

- i. To regularly review the DFE good practice guidance on educational visits and relevant legislation.
- ii. To monitor the school's policy on Outdoor and Educational Visits and the use of coaches and mini-buses.

School Security

- i. To receive regular reports from the school's H&S officer regarding where s/he feels the security has been/ or may be threatened. To assess financial implications of solutions suggested.
- ii. To annually review the school security system.

Monitor and Review Contracts:

- i. To review annual contracts relating to premises and grounds. (eg to include: cleaning/ grounds/ repairs and maintenance buy back/ etc).

Community Cohesion

The school governing body is legally responsible for ensuring that the school meets the duty to promote community cohesion, taking into account the local area's Children and Young People's Plan.

- i. Ensure that Community Cohesion work closely links with the ECM outcomes and is embedded in school planning at all levels
- ii. Ensure that the school values and promotes diversity through recruitment, within the curriculum and through community relationships with people from different backgrounds at a local, national and international level
- iii. Ensure that evidence to support the school's work on community cohesion is readily available for the school's Self-Evaluation form and Ofsted inspection

Sustainability

The school governing body is responsible for ensuring that the school meets its duty to promote sustainability through having a strategic overview: securing best value; planning for school improvement; setting targets; reviewing processes and communicating to stakeholders.

The governing body should have a clear understanding and knowledge of the school's work in relation to the eight doorways:

- Food and Drink – addressing healthy and sustainable food and drink
- Energy and Water – addressing energy and water issues and management
- Travel and Traffic – addressing school travel plans and traffic management
- Purchasing and Waste – addressing sustainable purchasing and waste management
- Buildings and Grounds – addressing sustainable buildings and ground design, construction, management and maintenance
- Inclusion and Participation – addressing inclusion and participation across the curriculum, campus and community
- Local well-being – addressing local well being
- Global Dimension – addressing global dimension and integrated citizenship.

4 APPOINTMENT OF CHAIR AND CLERK

The appointment of the chair shall be determined by the committee and reviewed annually. The governing body shall appoint a clerk to the committee.

5 MINUTES

A written record of the meetings of the committee will be submitted to the next full governing body meeting, through the clerk to the governing body.

6 FREQUENCY OF MEETINGS

The committee will meet at least once each term.

7 CONVENING MEETINGS

A meeting shall be convened by the clerk under the direction of the governing body and the chair of the committee. The clerk will give every member of the committee and the headteacher (if not a member of the committee) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven day's clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration they may determine a shorter period of notice.

