

## **St Paul's C of E Primary School**

### **Finance & Resources Committee Terms of Reference**

#### **COMPOSITION**

Membership will consist of: an elected Chair, Headteacher and three other governors appointed by the FGB. 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.

#### **QUORUM**

The quorum for a meeting and any vote will be three governors with voting rights plus the Headteacher (or Assistant Headteacher in their absence).

#### **TERMS OF REFERENCE OF THE COMMITTEE**

The Committee's key functions are to:

##### **Finance, Premises & General Purposes**

1. To ensure sound management of the school's financial situation by monitoring and evaluating the school's financial performance (e.g. using SFVS framework)
2. Monitor the budget each term and make any in year changes.
3. Establish regular reporting procedures and make recommendations, where necessary, to the Governing Body
4. Ensure that the School Development Plan is fully costed and provides a sound basis for long term financial planning
5. Give consideration to the start and revised budgets and make recommendations to the Governing Body
6. Consider and Monitor a Governors Scheme of Financial Delegation, empowering the Headteacher and other staff to place orders and authorise spending with pre-determined limits.
7. Consider and make decisions concerning any proposal involving recurring expenditure or non-recurring expenditure not included in the Governor Financial Scheme of Delegation.

8. Be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the opening of tenders and decisions concerning acceptance.
9. Receive the report of the Authority's auditors and act upon any recommendations made therein
10. Carry out an annual review of the Budget Management Policy and make recommendations to the Governing Body.
11. Determine the school's Charging & Lettings Policies
12. Be responsible for determining the annual maintenance programme and regularly review the need for structural repairs and maintenance
13. Consider requests to improve/replace furnishings within the school, be responsible for monitoring the fabric of the school premises and authorising work
14. Be responsible for monitoring the security of the school premises as well as the performance of the cleaning, grounds maintenance and catering services
15. Be responsible for site management & caretaking arrangements
16. Draft/agree any specifications for any building work to be undertaken by outside contractors
17. Monitor the operation of the LA's Health and Safety Policy Statement
18. Review, monitor & sign off Risk Assessments where required (e.g. residential visits)
19. Make recommendations for updating the School; Development Plan as it relates to management of the school premises
20. Review the pay of staff employed by the school.

### **Staffing**

1. Provide recommendations to go to the Governing Body regarding the structure, numbers and roles for teaching and support staff, or variations to the same
2. Ensure dedicated Leadership time is in place to maintain & develop the capacity
3. Determine in accordance with the school's pay policy the level of salary for new appointments
4. Consider applications from staff for early retirement or extended leave of absence or flexible working or funding of additional qualifications (e.g. HLTA, SENCo, MA etc.) - (ad hoc requests for absence delegated to Head)
5. Be responsible for oversight of the arrangements for the deployment of staff employed by the school
6. Ensure that all members of staff have contracts of employment
7. Be advised of the annual salary budget
8. Ensure Equal opportunity criteria are met as required by legislation
9. Ensure that the pay policy meets the needs of recruitment, retention and development of staff

10. Ensure that all members of staff have clear job descriptions and that they are reviewed annually

11. Ensure staff are acquainted with the appeals procedure

#### **4 DELEGATION**

The committee has delegated powers for Finance & Premises as laid down in Finance Policy. The Resources Management Committee will bring recommendations to Full Governors as appropriate.

##### **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 appointed the Headteacher and Deputy Headteacher(s); agreed the establishments for teaching and support staff; approve the start budget; consider audit reports on school; approve the annual maintenance programme and long term capital improvement programme; consider recommendation for the committee on improvements/alterations not contained within the budget provision; approve tenders and expenditure for all building or civil engineering contracts in excess of £25k which is funded from the schools delegated budget And inform the Local Authority (as expenditure in excess of £2k has capital implications).

#### **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.

#### **MINUTES**

A draft written record of the meetings of the committee will be submitted to the Chair within two weeks of the meeting and shared with all governors through the clerk to the governing body.

#### **FREQUENCY OF MEETINGS**

The committee will meet at least once every half term.

## **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' 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.

## **REVIEW**

The terms of reference and committee membership will be reviewed annually at the FGB meeting during the autumn term