

Lindow Community Primary School

Governing Body

Terms of Reference

Finance & Resources Committee

Membership

The committee will consist of the Chair of the Finance & Resources Committee, together with the Headteacher and at least two additional governors.

Quorum

The committee is quorate if three members are present.

General Terms

- To act on matters delegated by the full governing body in all matters relating to budgeting, finance, staffing and premises.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Meetings

- The committee will meet at least once per term.
- The agenda will be set by the chair of the committee, in consultation with the headteacher and chair of governors. Any governor may request that an item be placed on the agenda, subject to prior discussion with the chair of the committee.
- Committee meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential will not be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- The committee shall choose a clerk for each meeting from among their number (this cannot be the headteacher).
- The draft minutes of each meeting will be circulated by the chair of the committee and presented at the next ordinary meeting of the full governing body by the chair (or by another member of the committee in their absence).
- Any decisions taken must be determined by a majority of votes of committee members present and voting. No vote can be taken unless a majority of those present are governors.

Financial policy and planning

- To adopt, review and monitor all financial policies including the Manual of Internal Financial Procedures which includes the local scheme of delegation for spending and budgetary adjustments for the committee, headteacher and other nominated staff.
- To consider and recommend the annual budget to the Governing Body targeted at delivering the School Development Plan.
- To consider the impact of pupil number forecasts on the school's future funding.
- To consider all spending plans and to advise the Governing Body of the consequential impact upon the established budget.

Financial Management

- To monitor the income and expenditure throughout the year of all funds against the budget and report the financial situation to the Governing Body each term.
- To ensure compliance with the Schools Financial Value Standard (SFVS) regulations and financial procedures.
- To ensure the adequacy of the internal financial control framework within the school.
- To agree the level of delegation to the staff of day-to-day financial management of the school.
- To review any proposed changes to financial systems, procedures and limits of delegated authority on behalf of the Governing Body.
- To advise the Governing Body on recommendations from other committees which have financial implications and to provide advice accordingly.
- To review annually the adequacy of the school's insurance and make recommendations to the Governing Body accordingly.

Staffing and Pay

- To provide advice to the Governing Body on all staffing and pay matters.
- To ensure that the school is staffed sufficiently for the fulfilment of the School Development Plan and the effective operation of the school and to consider strategic and extended hours staffing issues and inform the Governing Body where appropriate.
- To ensure that staff selection procedures conform with safer recruitment practice and to review these procedures as necessary.
- To establish and oversee the operation of the school's Appraisal Policy, including the arrangements and operation of the school's appraisal procedures for the headteacher.
- To establish, administer and review a Pay Policy for all categories of staff in line with statutory requirements.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To consider and make any decisions about matters relating to the discipline of staff or staff grievances in accordance with the procedures adopted by the Governing Body (the Governing Body has adopted the procedures of Cheshire East Local Education Authority as set out in volume 2 of the ERA Handbook).

- To review and recommend to the Governing Body for adoption, procedures for dealing with discipline and grievances and ensure that staff are aware of these (LA procedures as set out in Volume 2 of the Education Reform Act Handbook).

Premises, including Health and Safety

- To provide support and guidance for the Governing Body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development.
- To advise the Governing Body on the implications of the use of the school premises outside school sessions, including advice to the Governing Body on the Charging and Remissions Policy.
- To oversee and advise on all third party uses of the school's premises.
- To review any departure from the agreed policy terms prior to agreement of any letting.
- To receive and consider a Health and Safety report at each of its meetings. Serious accidents, as reported in the Accident Book, are to be brought to the attention of the committee.
- To review, adopt and monitor the Health and Safety policy.

The committee will receive, consider and make recommendations to the Governing Body on:

- Any future building proposals
- Plans for future premises development
- The ICT Development Plan (in conjunction with the Curriculum & Achievement Committee)
- The Asset Management Plan