

CALDEW SCHOOL GOVERNING BODY

**FINANCE, RESOURCES AND GENERAL PURPOSE COMMITTEE
TERMS OF REFERENCE**

Chair:	Grant Smith
Clerk:	Sarah Connolly
Membership:	Vicki Jackson (Headteacher) Jennie Wilkinson Louise Birch Grant Smith Hayley Tancred Victoria Lawson Karen Warwick
Quorum:	3 Governors

Procedures

Membership is agreed at the first Full Governors' meeting of the school year and a Chairperson elected by the members at the first subsequent Committee meeting.

Agenda items are drawn up by the Business Manager/Chair/Headteacher and circulated to members prior to the meeting. If any governors have items they wish to include on the agenda they should contact the Business Manager at least one week prior to the meeting.

Minutes will be taken by the Clerk and checked by the Chair and Headteacher prior to distribution.

Confidential items will be taken at the end of the meeting and recorded in the Confidential Minute Book. All members of staff attending a Finance and Resources Committee meeting (excluding clerk and headteacher) should leave for the confidential items.

Responsibilities (all outcomes recommended to Full Governing Body for approval)

Strategic

- Formulate the school's financial strategy and three year budget
- Formulate the annual school budget
- Establish and regularly review policy and procedures for delegated spending by the school (Caldew School financial procedures: Policy for Financial Delegation and Statement of Internal Control)
- Agree priorities for discretionary expenditure related to the School Improvement Plan
- Assess and advise on the financial implications of recommendations by other Governing Body committees
- Plan finances for capital programmes, monitoring the tendering process etc as appropriate
- Plan finances for purchasing major items of equipment
- Ensure adequate financial resources are available to meet expenditure on the staffing complement of the school including any new appointments and pay settlements
- Plan for expenditure on significant items of routine maintenance
- Decide significant service providers, reviewing and agreeing major contracts
- Formulate the annual Best Value Statement
- Ensure that the school's insurances provide adequate cover
- Review and agree amendments to the school's charging policy including external lettings
- Developing school premises strategy including community use

- Ensure longer term priorities are identified and funding is secured from within the school budget to link in with development/maintenance plans for the school premises
- Recommend and monitor school contracts for maintenance – premises and grounds
- Monitor implementation of maintenance and capital plans for the premises
- Seek and apply for funding for premises that may be available from the DfE and appropriate sources
- Establish and review the following policies/procedures –
 - Accessibility Plan
 - Health & Safety Policy
 - Capability/Disciplinary/Grievance Procedures
 - Equal Opportunity Policy
 - Harassment Policies
 - Leave Policies (Maternity/Paternity/Adoption)
 - Appraisal/Performance Management Policy
 - Pay Policy
 - Retirement/Redundancy Procedures
 - Freedom of Information requests
 - Data Protection
- To ensure that effective measures are in place to ensure the school site is secure
- Establish arrangements for keeping premises in a neat and tidy order
- Decide on number of staff and the level of management and promoted posts
- Decide on overall procedures for appointment of staff; headteacher/senior leadership team/teachers/associate staff and ensure they follow safer recruitment guidelines
- Support, select, appoint, discipline and dismiss staff; headteacher/senior leadership team/ teachers/associate staff
- To ensure the NQT induction programme is in place that complies with statutory guidance

Critical Friend

- Monitor income and expenditure at each meeting and consider any proposed in-year movements between budget heads
- Ensure accurate accounts are kept and audited for both the school's public and non public (School Fund) finances
- Ensure that all required financial monitoring information is returned to the Local Authority as appropriate
- Receive external audit reports and ensure that recommendations are acted upon to ensure best practice in the school's financial affairs
- Monitor the school's financial management to ensure it continues to comply with the Financial Handbook
- Respond to any financial irregularities identified in accordance with the financial handbook and best practice
- Monitor implementation of the principles of Best Value in all school activities
- Monitor the Leadership and Management SEF
- Ensure Health & Safety Policy procedures are followed
- Ensure maintenance of appropriate, regular risk assessments
- Monitor Accessibility Plan
- Monitor facilities to ensure they are available and suitable for use by the local community
- Monitor occupation / use of premises within and outside school day
- Monitor general maintenance issues – premises and grounds
- Monitor appraisal and staff performance management
- Monitor staff absences
- Keep under review staff work/life balance, working conditions and well-being.

Specific tasks

- Agree school's annual budget
- Agree significant in-year payments between budget heads
- Agree school's financial procedures
- Publish the school's Best Value Statement
- Confirm school contracts with service providers
- Appraise tenderers and recommend contractor appointments for premises related issues
- Provide panel to hear staff grievances
- Establish Pay Review and Pay Appeals Committees
 - to carry out Headteacher's performance reviews
 - consider Headteacher's recommendations for pay progression
- Responsibility for staff discipline
- Responsibility for conditions of employment
- Responsibility for health and safety of staff
- Responsibility for HR contracts of employment

Oct 2023

Next review Oct 2024