



## **TERMS OF REFERENCE**

### **GOVERNING BODY - FINANCE & RESOURCES COMMITTEE**

**The Governing Body must review the delegation of functions and the establishment, terms of reference and membership of committees annually.**

#### **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 the committee. Such members may have voting rights only as determined by the Governing Body and within the terms of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

The committee is empowered to invite one or two people with an appropriate financial background, to provide specialist support, on a non-voting basis.

The purpose of the committee is to plan the budget, and to consider staffing and premises management, to ensure that pupils receive the best possible education in the best possible environment.

A staff governor may be a member of the committee, but may have to withdraw whenever matters pertaining to individual members of staff are discussed.

#### **2 QUORUM**

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

#### **3 MEETINGS**

1. The Governing body is free to determine how often the committee meets and may delegate this to the committee
2. The 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 does not have to be made available for inspection.
3. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
4. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
5. The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
6. Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.



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

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

##### **Finance:**

1. To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
2. To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
3. To establish and maintain a three year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
4. To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
5. To make decisions in respect of service level agreements.
6. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
7. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
8. To receive at least termly budget monitoring reports from the headteacher.
9. To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
10. To meet with other committees and provide them with the information they need to perform their duties.
11. Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
12. To review, complete and submit the School Financial Value Standard (SFVS).
13. To undertake any remedial action identified as part of the SFVS.
14. To receive and act upon any issues identified by a local authority audit.

##### **Staffing:**

15. To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.



16. 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.
17. To establish a Pay Policy for all categories of staff.
18. To be responsible for the administration and review of the Pay Policy.
19. To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
20. To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
21. To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
22. To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
23. In consultation with staff, to oversee any process leading to staff reductions.
24. To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

**Site:**

25. 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.
26. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
27. To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
28. To arrange professional surveys and emergency work as necessary.
29. The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.
30. To create a project committee where necessary to oversee any major developments.
31. To establish and keep under review an Accessibility Plan and a Building Development Plan
32. To review, adopt and monitor a Health and Safety policy.
33. To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable



## **6 POLICIES**

1. To monitor and evaluate the policies in Appendix 1.

## **7 FUNCTIONS DELEGATED TO HEADTEACHER**

**As per Governing Body Scheme of Delegation**

## **8 APPOINTMENT OF CHAIR AND CLERK**

The appointment of the chair shall be determined by the Governing Body or the committee and reviewed annually. This chair cannot be the head teacher, Chair of the FGB or an employee of the school. The Governing Body shall appoint a clerk to the committee.

## **9 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.

## **10 FREQUENCY OF MEETINGS**

Meetings will be held at least once each term.

## **11 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 head teacher (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 frequency: Annual**

**Date of adoption: 21 September 2022**

**Date of next review: 21 September 2023**



## **APPENDIX 1**

### **POLICIES TO BE MONITORED BY FINANCE & RESOURCES COMMITTEE**

Capability Policy

Charging and Remissions policy

Data Protection Policy

Disciplinary Policy

Estates Management Policy

Governor's Allowance Policy

Grievance Policy

Health and Safety Policy

School teachers' pay and conditions