

Saxton CE Primary School Governing Body

Committee Terms of Reference Finance and Staffing Committee

(Approved and adopted by Governors on 2nd November 2017)

Membership: 5 Governors, including the Headteacher

Other Attendees:

School Bursar: other key staff for specific agenda items;

Quorum: 3 (to include the Headteacher and 2 non-staff governors)

Frequency of meetings: At least once per term

Delegation: The Committee does not have delegated authority, except for the approval of:

- expenditure / virement for transactions over £5k and up to £10k,
- the School's Start Budget;
- the responses to the School Financial Value Standard (SFVS); and
- policies within its remit (Staff Continuing Professional Development, Pay, Appraisal, Performance Management, Equal Opportunities, Budget Management and Health and Safety)

Duties:

A. Finance

1. To ensure sound management of the School's financial situation and the achievement of Value for Money by monitoring and evaluating financial performance.
2. To establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body.
3. To ensure the School Improvement Plan, (SIP), is fully costed and provides a sound basis for long term financial planning.
4. To give consideration to the initial budget and long term financial plans and make recommendations to the Governing Body.
5. To ensure that the School complies with the principles of Efficiency and Value for Money (including the use of local and national financial benchmarking data) to optimise the use of resources and to invest in teaching and learning.
6. To give consideration to the self evaluation of the School's financial management procedures against those contained within the DfE's Schools Financial Value Standard (SFVS) and identify any remedial actions required and associated timescales for implementation. A summary report and recommendations will be presented to the Governing Body.

7. To regularly review the policy on its level of balances and make recommendations, as appropriate, to the Governing Body.
8. To evaluate the quality, cost and impact of services purchased from all outside providers, including the North Yorkshire County Council Children and Young People's Service, before contracts are renewed.
9. To consider the priorities for use of the Devolved Capital Funding made available to the School and to make recommendations to the Governing Body.
10. To consider the annual insurance requirements and make recommendations to the Governing Body.
11. To receive the report of the Authority's auditors and to act upon any recommendations made therein.
12. To determine the School's charging policy.
13. To carry out an annual review of the Schools Budget Management Policy and to make recommendations to the Governing Body

B. Staffing

1. To review the staffing structure in relation to the SIP at least annually and prepare an annual budget for consideration by the Governing Body
2. To consider the future financial implications of any staffing matters affecting the School.
3. To review all staff salaries annually, as required by the regulations contained in the School Teachers' Pay and Conditions Document and the School's Pay Policy, and make recommendations.
4. To adopt, review and monitor the implementation of a policy for staff performance.
5. To recommend to the Governing Body staff selection procedures and to review these procedures as necessary.
6. To undertake formal consultations on staffing matters.
7. To review and recommend for adoption by the Governing Body procedures for dealing with staff discipline and grievances and ensure that the staff are informed of them.
8. To liaise with the Authority's relevant officer on all staffing issues required by statute and good practice.

C. Premises, Health and Safety

1. To provide support and guidance for the Headteacher on all matters relating to the School premises, grounds, security and health and safety.

2. To prepare and maintain, with the Headteacher, an Asset Management Plan for the School.
3. To inspect the premises and grounds annually and prepare a report of the conditions and a proposed order of priorities for maintenance and development for the approval of the Governing Body.
4. To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation and to oversee the preparation and implementation of contracts and make recommendations to the Governing Body regarding the use of Devolved Formula Capital.
5. To be aware of the specific responsibilities of Governors and the Authority in relation to premises and to ensure that the Authority is informed of any matters for which it has responsibility. The Committee will monitor such issues to ensure that appropriate action is taken.
6. To monitor the implementation of the School's Health and Safety Policy and Safety Management System. To receive and review regular reports, (including risk assessments, accident reports and statistics), from the School's Safety Co-ordinator, Headteacher, trade union (or other) representatives within the School. Authorising recommendations and/or referring them to the School Governing Body as appropriate.
7. To undertake regular health and safety monitoring, an annual safety audit of the School premises and report on same to the Governing Body: and to ensure that the School complies with health and safety legislation and guidance.
8. To maintain and review a Fire Safety Management Plan including procedures, action, annual reviews, risk assessment, etc.
9. To consider accessibility issues so as to ensure, as far as reasonable, that disabled people are not discriminated against and to produce and maintain the School's Accessibility Plan.
10. To report findings of inspections and audits to the Headteacher and liaise with the Headteacher to ensure that appropriate remedial action is taken.
11. To regularly monitor the School's security measures.
12. To oversee the preparation and implementation of building contracts
13. To liaise and consult with the Authority's Building Design and Management Business Unit as appropriate.
14. To ensure the discharge of Governors' responsibilities regarding litter under the Environmental Protection Act, 1990 i.e. to keep the School site free from litter.
15. To ensure appropriate measures are in place for recycling waste
16. To liaise and consult with other committees where appropriate.