



## SAXTON CHURCH OF ENGLAND PRIMARY SCHOOL FINANCE AND RESOURCES COMMITTEE TERMS OF REFERENCE



### 1 COMPOSITION

At least 3 members of the Local Governing Board (LGB) with voting rights.

### 2 QUORUM

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

### 3 TERMS OF REFERENCE OF THE COMMITTEE

#### Finance

1. To recommend the Start and Revised Budget plans each year to the LGB (who in turn will recommend it to the STAR MAT Board for approval). To ensure that summary reports on the start and revised budget positions are delivered to the LGB.
2. To monitor the budget three times a year (termly in ordinary circumstances) and recommend any in year changes.
3. To ensure that the school follows the protocols outlined in the MAT's Budget Management and other Finance/Resource-related policies and to approve a Scheme of Financial Delegation where appropriate, thus empowering the Headteacher and other staff to place orders and authorise expenditure within pre-determined limits.
4. To be responsible for contractual arrangements in respect of items approved by the LGB in accordance with the MAT procedures in relation to the opening of tenders and decisions concerning acceptance.
5. To consider proposals from other committees involving additional expenditure and make recommendations to the LGB accordingly.
6. To consider the annual accounts and audit reports in respect of non-centrally delegated funds (i.e. school fund).
7. To determine the arrangements and the scale of charges for the letting of school premises (should be outlined in the Lettings policy).
8. To consider and make decisions on any matter involving finance or financial management referred to it by the Local Governing Board (provided such decisions fall within the scope and remit for LGBs as outlined in the Scheme of Delegation).
12. To approve the formal staffing structure for the school, having taken into consideration recommendations from the School Development committee and with due consideration of

the school's priorities as identified in either the School Development Plan or longer-term strategic planning documents.

13. To be responsible for monitoring the appointments of all school staff.

14. To determine, in accordance with the MAT pay policy, the level of salary for new appointments to both teaching and support staff.

15. To monitor and review the teaching and support staff in-service training needs of the school, having due consideration for any recommendations on these matters from other committees of the LGB.

16. To monitor and approve any of the school's local staffing and HR-related policies and implement changes where appropriate.

### **Premises, Health and Safety**

1. To be responsible, in consultation with the MATs Estates Manager, for determining and making decisions on the content of the annual maintenance programme (being those aspects of maintenance funded from delegated budgets);

2. to be responsible for monitoring the fabric of the school premises and, within  
3. the budget provision, authorising maintenance work;

4. to be responsible for monitoring the performance of the cleaning, grounds  
5. maintenance and catering services;

6. to consider improvements/alterations to school premises and to make  
7. recommendations to the LGB, which may, as necessary, forward proposals to the STAR MAT Board for consideration and approval;

8. to agree specifications for any work to the building to be undertaken by outside contractors which is funded from the delegated budget;

9. to be responsible for monitoring the security of the premises;

10. to consider requests to improve/replace furnishings within the school (within  
11. budget provision) and make any recommendations to the LGB thereafter;

12. to monitor the effectiveness of the school's Health and Safety Policy as  
13. far as it affects the school, in order to safeguard the health and safety of  
14. employees, pupils and visitors to the school;

15. to receive reports on completed risk assessments and educational visits and receive reassurance that action is being taken on any issues arising from them;

16. to make recommendations to the LGB for updating the school's development plan as and where it might relate to the management of school premises.

## **Staffing**

1. To recommend the formal staffing structure for the school to the LGB, having taken into consideration recommendations from the School Development Committee and with due consideration of the school's priorities as identified in the School Development Plan and the MATs strategic plan.
2. To be responsible for monitoring the appointments of all school staff.
3. To determine, in accordance with the schools' pay policy, the level of salary for new appointments to both teaching and support staff.
4. To monitor and review the teaching and support staff in-service training needs of the school, having due consideration for any recommendations on these matters from the LGB.
5. To monitor staff welfare and morale via scrutiny of various sources of information (e.g. staff satisfaction or other surveys, staff absence rates and trends, recruitment and retention rates)

## **4 FUNCTIONS DELEGATED TO HEADTEACHER**

Financial and other decisions as per the Budget Management policy and any Scheme of Financial delegation (either MAT or LGB approved).

## **5 FUNCTIONS RETAINED BY THE LOCAL GOVERNING BOARD**

To be responsible (in consultation with the MAT Board and the CEO) for the arrangements for appointing the Headteacher and the Deputy Headteachers.

## **6 APPOINTMENT OF CHAIR**

The appointment of the Chair shall be determined by the LGB or by the committee and reviewed annually.

## **7 MINUTES**

A written record of the meetings of the committee will be submitted to the next LGB meeting.

## **8 CONVENING MEETINGS**

A meeting shall be convened by the chair of the committee. Members of the committee and the Headteacher will receive written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days' clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration s/he may determine a shorter period of notice.

Adopted March 2019