Mawdesley St Peter's CE Primary School

Resources (Incorporating Finance / Staffing / Premises / Health & Safety) Committee Model Terms of Reference

Membership

The finance committee will be appointed by the full governing body/board. Whilst there is no statutory guidance on the number of individuals who should serve on the committee, the minimum number should be three so that there are enough members to hold a majority when voting on matters. It is recommended that the School Business Manager is co-opted to serve the governing body/board, or join the Board as a staff governor, as they will be able to advise on financial considerations, though they can still attend the meeting if not a member, in an ex-officio capacity.

The Committee will elect an experienced governor as Chair from within its own membership who will be an experienced governor.

Only full members of the committee who have been approved by the full governing body/board will have the right to vote on any matters. The committee may decide to appoint non-voting members, as approved by the governing body/board, who are able to provide advice on matters relating to financial planning or monitoring.

Associate members may be members of the finance committee, but any voting rights will be agreed by the governing body/board – this decision should be recorded in the minutes of a full governing body/board meeting and reviewed on an annual basis as good practice.

It is also good practice to ensure that the majority of governors do not work in school as this can lead to a potential conflict of interest if attendance is low.

The membership of the Committee shall be reviewed and determined annually by the Governing Body/Board. The agreed membership of the Committee is attached.

Quorum

The quorum of the committee will be one half of the number of members within the committee, rounded up to the nearest full number. For example, if the committee consists of five members, a minimum of three members must attend the meeting to meet the quorum.

Meetings

The Clerk to the Committee shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the Governing Body/Board.

The committee will meet as often as is necessary to fulfil its responsibilities, including in relation to timescales outlined in the school's financial policies and procedures, but at least once per term.

FINANCE

Responsibilities

1. To ensure proper and effective use of the school's financial resources.

2. To provide guidance and assistance to the Headteacher and the Governing Body/Board on all finance related matters

3. To review and approve Internal Financial Regulations for the financial management of the school taking account of guidance issued by the Authority.

4. To approve virements between budget headings and purchasing of goods where the value is in excess of the sum delegated to the Headteacher under the school's approved Internal Financial Regulations.

5. To consider budget plans presented by the Headteacher and to make recommendations for a balanced, well informed and sustainable budget to the Governing Body/Board for approval (with an agreed and timed plan for eliminating any deficit in accordance with the Scheme for Financing Schools).

6. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and other grants, and where necessary, make recommendations to the governing body/board.

7. To establish and regularly update / monitor a three year financial plan using the latest available information, as required in SFVS.

8. To consider unofficial funds information provided by the Headteacher including

    - Details of the unofficial funds which are in existence or have existed during the year, indicating the general purpose of each fund
    - As soon as possible after the end of the accounting year a summary of the accounts of each unofficial fund signed by the Headteacher and the auditor appointed by the Governing Body/Board
    - Confirmation that the Headteacher has submitted the unofficial school funds information to the Authority in the required format

    Note: The Governing Body/Board of a school must spend the school's official funds "for the purposes of the school". This means making educational provision for pupils on roll at the school.

    An unofficial fund is any fund, other than official school funds, which is controlled either wholly or in part by the Headteacher or other members of the staff by reason of their employment in the school. The Authority has no direct responsibility for their management and use. The

Headteacher is responsible to the school governors for any unofficial funds and the use to which they are put.

9. Review arrangements for service level agreements and traded services, as appropriate

10. Approve, monitor and review all finance based policies on behalf of the Governing Body/Board, including, but not limited to, those related to Charges & Remissions, Lettings and Governors' Expenses

11. To contribute to the School Development Plan including consideration of the longer term resource requirements of the school.

12. To consider the appropriate level of reserves and balances taking account of guidance produced by the Authority.

13. To consider audit reports and other relevant reports and make recommendations to the Governing Body/Board.

14. To consider appropriate arrangements to meet the Schools Financial Value Standard (SFVS).

15. To consider and advise on any financial matter referred to it by the governing body/board.

16. To respond, on behalf of the Governing Body/Board, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

17. To maintain oversight of the school's financial risk management arrangements, including the regular review of significant financial risks and mitigating actions, and to provide assurance to the governing body/board that effective controls are in place to safeguard the school's financial viability and prevent the need for debt recovery measures.

STAFFING

Responsibilities

1. To prepare staff policies for approval by the governing body/board.

2. In conjunction with the Headteacher, to draw up a staffing structure and to review it annually.

3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation. This includes ensuring that the governing body/board adheres to the requirement for at least one member of each selection panel to have received training in safer recruitment.

4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to delegate to the Headteacher and one committee member the appointment of all other support staff.

5. To delegate to the Headteacher all provision of supply cover of under one term's duration.

6. To ensure that consultations take place as required (eg over pay policy) with all staff or with recognised trade unions.

7. To ensure that appropriate job descriptions are in place.

8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.

9. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.

10. To receive regular reports on staff absence, if not already reported to the full governing body/board.

11. Review annually the unit total of the school and the effect, if any on the ISR

NOTE The appointment of a Headteacher or Deputy Headteacher is not a function of this committee.

HEALTH AND SAFETY COMMITTEE / PREMISES

The governing body/board's responsibilities for health and safety may be carried out by:

– a Health and Safety committee

– including the health and safety remit within the terms of reference of another committee

– appointing a Health and Safety Governor with designated responsibilities.

The governing body/board's responsibilities for health and safety are often incorporated in the remit of the Premises committee. A further committee may be required by the Safety Representatives and Safety Committee Regulations 1977, which states that if two union members formally request a safety committee to be set up, this must be done within three months. Representation on this committee is usually from the school staff. In any event, the Health and Safety (Consultation with Employees) Regulations 1996 extends the right of

consultation on health and safety matters to all workers, not just those represented by trade union representatives.

Objectives

The objectives are broadly similar:

1. Prepare and review Health and Safety Policy
2. Study accident reports and statistics
3. Examine safety inspection reports
4. Analyse and implement information provided by the LA
5. Develop safe systems of work
6. Determine risk assessments
7. Promote and review safety culture
8. Communicate health and safety issues to all concerned
9. Identify training requirements
10. Act as a school safety forum

In this document the health and safety remit has been included in that of the Premises committee as outlined below.

PREMISES COMMITTEE

Responsibilities

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.

2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the governing body/board.

3. To advise the governing body/board on major projects deemed to be necessary or appropriate.

4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the governing body/board, are progressed and where appropriate that the payments are made.

5. To act on behalf of the governing body/board in monitoring the implementation and progress of all building related plans.

6. To monitor the maintenance and upkeep of the school premises and grounds.

7. Where it is the responsibility of the governing body/board, to make recommendations to the governing body/board on the appointment of consultants or the providers of premises related services.

8. To determine the use of the school premises outside school session time including advice to the governing body/board on a possible charging policy which must be determined by the governing body/board.

9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.

10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.

11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the governing body/board with regard to its compliance with health and safety regulations.

12. To monitor accident reports, lockdown drills and fire drills and where appropriate recommend and take advice on remedial action.

13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.

14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.

15. To examine safety inspection reports and to make recommendations where remedial action is required.

16. To be mindful of the requirements of the Equalities Act 2010.

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