

**Building & Resources 2023 - 24**

**Terms of reference: Finance**

- In consultation with the head teacher, to accept the first formal budget plan of the financial year and review adjustments to the budget for the return to the LA by October 31<sup>st</sup>.
- To establish and monitor the to date financial plan
- To consider a budget position statement including virement decisions at least termly
- To report significant anomalies from the anticipated position to the governing body
- To ensure that the school operates within the financial regulations and guidance of the County Council (including ensuring the Financial Delegation policy is adhered to)
- To monitor expenditure of all voluntary funds kept on behalf of the governing body
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of service agreements
- To ensure procurement is monitored and best value sought
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the head teacher
- In the light of the Headteacher Performance Management Panel's recommendations to determine whether sufficient funds are available for increments
- To ensure that priorities in the school development plan are appropriately financed

**Terms of reference: Staffing**

- To draft and keep under review the staffing structure in consultation with the Head teacher and the Finance Committee
- To review a pay policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff with appropriate delegation to the head teacher
- To review a performance management policy for all staff
- To oversee the process leading to staff reductions or human resource issues
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards.

## Terms of reference: Health and Safety

- To advise the governing body on priorities for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the head teacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan and Accessibility Plan
- To audit risk assessments
- To monitor and maintain an up to date policy for school visits, school security and safeguarding procedures in school.
- To arrange a rolling programme of policy reviews
- To report back to the governing body
- *Additional items which individuals governing bodies may wish to include*

<b>Terms of reference agreed by the governing body on (date):</b>	13 <sup>th</sup> October 2023
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Name	Governor / Associate Member	Voting Rights	Date appointed to the committee
A. Heaney	Co-Opted Governor	Yes	22 <sup>nd</sup> September 2023
K. McDougall	Associate Member	Yes	22 <sup>nd</sup> September 2023
L. Chilton	Headteacher	Yes	22 <sup>nd</sup> September 2023
Z. Brew	Staff Governor	Yes	22 <sup>nd</sup> September 2023
J. Holliday	Associate Member	Yes	22 <sup>nd</sup> September 2023
I. Greaney	Associate Member	Yes	22 <sup>nd</sup> September 2023
A. Cunningham	Parent Governor	Yes	22 <sup>nd</sup> September 2023
C. Porthouse	Parent Governor	Yes	22 <sup>nd</sup> September 2023
P. Harvey	Co-Opted Governor	Yes	22 <sup>nd</sup> September 2023

**Disqualification:** any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

<b>Chair of the committee:</b>	A. Heaney
<b>Clerk to the committee:</b>	P. Harvey
<b>Quorum:</b> (minimum of 3 full governors, committee can determine a higher number)	
<b>Date committee established:</b>	22nd September 2023
<b>Date of review by governing body:</b>	September 2024