



Ancaster Church of England Primary School

FINANCE AND RESOURCES COMMITTEE

TERMS OF REFERENCE

1. Aim

The Governing Body has delegated the financial and resources responsibilities to the Finance and Resources Committee and exercises financial and employer responsibilities through that Committee. The Finance and Resources Committee includes the Vice Chair or Chair of Governors and Head Teacher. The Finance and Resources Committee is empowered to make financial and employment decisions and copies of all Finance and Resources Committee meeting minutes are presented to, and reported on, at the following meeting of the Full Governing Body.

2. Membership and Quorum

2.1 The membership and quorum of the Committee will be at least 3 governors which may include the Head teacher or their nominee.

3. Election of Chair and Vice Chair

3.1 The Chair and Vice Chair should be appointed by and from the members of the Committee at the first meeting after the commencement of the School's academic year or when a vacancy occurs.

3.2 The Chair or Vice Chair should not be a member of Staff.

3.3 The Vice Chair supports and shadows the Chair for two academic years after which they may rotate into the position of Chair and a new Vice Chair can be appointed.

4. Meetings

- 4.1 The Committee will meet a minimum of five times per academic year at appropriate times in line with Outturn Periods.
- 4.2 The agenda will be circulated by the Clerk at least 5 working days prior to the meeting.
- 4.3 Any member of the Full Governing Body (FGB) can attend meetings by request or invitation but only members of the Finance and Resources Committee are allowed to vote.
- 4.4 Minutes will be taken by the Clerk to the Governors or by a member of the Committee other than the Chair. A draft of the Committee minutes shall be copied to the Committee Chair for comment and distribution to other Committee members and the Chairman of the Governing Body.
- 4.5 The Finance and Resources Committee minutes, unapproved from the last meeting, will be made available to all Governors at least 5 working days prior to the next FGB meeting. Confidential minutes shall only be circulated to Finance and Resources Governors present at the meeting where the discussion took place and copied to the Chair of the Governing Body.
- 4.6 The Chair will be responsible producing the Finance and Resources Committee review report prior to the FGB meeting.

5. Terms of reference

5.1 STAFFING

- To have regard to the LEA personnel policies and procedures, as set out in the LEA Personnel Handbook, and ensure that appropriate policies and procedures are agreed and adopted by the Governing Body, having particular regard to the School Development Plan. To be responsible for consultation with the Staff with reference to all personnel policies.
- Such policies above will include the Staff Discipline, Grievance, Capability, Disability Discrimination and Gender Equality, Confidentiality, Leave of Absence, Performance Management, Recruitment and Selection, Staff sickness.

- Ensuring that all Staff has a copy of the Pay and Leave of Absence policy. Ensure all Staff is aware of the location of the Performance Management, Discipline and Grievance Policies and procedures.
- To consider at every meeting the whole School staffing structure, ensuring that it provides adequate support for children's education.
- To oversee the appointment procedure and that all appointments comply with the School appointment policy.
- To fill a Teaching position, an appointments panel of ideally at least two Governors, and the Head teacher will be convened. That at least one member of the Finance and Staffing Committee is appointed to the interview panel for each appointment. The responsibility for selecting a suitable panel for the recruitment of non-teaching Staff is devolved to the Head/Acting Head teacher.
- To carry out an annual audit and review of Staffing, including a review of the salary of each teacher, and to submit recommendations as necessary on Staff numbers (both teaching and non teaching).
- To prepare Staff forecasts, for the next and subsequent financial years, for the Finance and Resources Committee.
- To monitor the appointment of supply teachers, temporary Staff and ancillary Staff (delegated to the Head teacher).
- To make all necessary arrangements for the appointment of the Head teacher by the Governing Body.
- To ensure that all Staff has a well structured induction programme.
- To establish the Head teacher's performance review group (the group terms of reference attached with these terms of reference.)
- To keep under review Staff work/life balance, working conditions and well being, including the monitoring of absence.
- To oversee the process leading to Staff reductions.
- To oversee and manage any Staff discipline, grievance or capability procedures.

5.2 FINANCE

- In consultation with the Head teacher and School Business Leader, to draft the first formal budget plan of the financial year

- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the School operates within the Financial Regulations of the County Council
- 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 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 Head teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments

6. Finance and Resources Policies

The Governing Body recognises the importance of Policies, in doing so the Finance and Resources Committee take delegated responsibility from the Full Governing Body to maintain and review the following Statutory Policies: -

- Charging and Remissions
- Premises Management Document
- Governors' Allowances

Other Finance and Resources related policies include:

- Confidentiality
- Leave of Absence
- Travel and Subsistence
- Statement of Internal Controls
- Recruitment Policy
- Absence Management
- Risk Assessment
- Financial Policies and Procedures

7. Review

The Governing Body recognises the importance of keeping the Finance and Resources Terms of Reference up-to-date and the Finance and Resources Committee will review this document annually and report to the Full Governing Body for ratification in the first meeting of the academic year.

Terms of Reference Ratified: _____ (date)

Signed: _____ (Chair of Governors)

Signed: _____ (Head Teacher)

Terms of Reference Next Review Date: October 2019