

KINGSGATE PRIMARY SCHOOL



RESOURCES & FINANCE COMMITTEE

TERMS OF REFERENCE

The terms of reference of Kingsgate Primary School's Resources & Finance Committee were last reviewed by the Governing Body at its meeting on 8th September 2014. They will be reviewed at least once every academic year.

MEMBERSHIP

The committee consists of the Headteacher or her Deputy and at least three other Governors, appointed by the Governing Body.

At the Committee's first meeting of the academic year a Chair will be appointed. No member of this Committee who is an employee at the school may stand as Chair.

The Committee may exercise the option of co-opting non-governors to sit on the Committee. Such members will have no voting powers and will be excluded from confidential proceedings.

QUORUM

A quorum for any meeting will be three governors, two of whom must be non-staff governors.

FREQUENCY OF MEETINGS

The Committee will meet twice a term and at other times as required.

PRINCIPAL FUNCTIONS

General

- 1. REVIEW** the Committee's terms of reference annually.
- 2. OVERSEE** the maintenance of the school's Register of Business Interests.
- 3. PROVIDE** written minutes to the Governing Body.

Finance

- 1. ENSURE** a strategic approach to planning a budget that reflects the school's prioritised educational objectives (i.e. is in line with the School Improvement Plan).
- 2. REVIEW** and **PRESENT** the budget to the Governing Body for approval, with an assurance that Best Value principles have been followed.
- 3. MONITOR** the budget, **ENSURE** expenditure stays within agreed limits, **ACT** on significant variances and **REPORT** them to the Governing Body.
- 4. APPROVE** the allocation of new, unallocated or surplus funds and/or the virement (transfer) of funds between budget headings (up to set limits), and **REPORT** all virements to the Governing Body.

5. **REVIEW** and **APPROVE** the school's procedures for financial monitoring and control annually and **ENSURE** that the school's day-to-day financial management is established on firm principles of financial monitoring and control, with all decisions taken in accordance with the Financial Regulations of the Local Authority and other relevant guidance, codes of practices, etc and principles of Best Value followed.
6. **ADVISE** the Headteacher and Governing Body on matters relating to budgeting and finance and **MONITOR** these aspects within the School Improvement Plan.
7. **REQUIRE** reports on income and expenditure against the school's delegated budget from the Headteacher and/or School Business Manager, at each of the Committee's regular meetings.
8. **RECEIVE** appropriate benchmarking reviews, comparing expenditure with other schools.
9. **MONITOR AND REVIEW** all financial aspects of the School Improvement Plan.
10. **ENSURE** that the school meets the Schools Financial Value Standard.
11. **MONITOR AND REVIEW** the deployment and impact of pupil premium funding.
12. **MAKE RECOMMENDATIONS** to the Governing Body about long-term planning and resourcing.
13. **MONITOR** and **ENSURE** that the School Fund is managed with the same rigour as the public accounts and **ARRANGE** for an annual audit.
14. **RECOMMEND** expenditure limits for the Headteacher, the Committee, the Governing Body and other relevant parties.
15. **APPROVE** contracts up to agreed limits and **ENSURE** that contracts and tenders are awarded in accordance with the relevant regulations.
16. **PREPARE** for approval by the Governing Body, and **KEEP UNDER REVIEW**, the school's policy on charging for school activities.
17. **APPROVE** Governors' expenses and **OVERSEE** payments.
18. **MAKE RECOMMENDATIONS** to the Governing Body in respect of service level agreements and other contracts with external suppliers.

Premises

1. **ADVISE** the Governing Body and Headteacher on all matters relating to the maintenance and development of premises, grounds, lettings, security and health and safety.

2. **ENSURE** that there is a strategy and budget for repairs and maintenance.
3. **INSPECT** the premises and grounds every term, oversee the annual inventory and risk assessment and **ENSURE** that an annual Health and Safety inspection is undertaken by the local authority.
4. **ESTABLISH** and **KEEP UNDER REVIEW** a Building Development Plan, including priorities for maintenance, having particular regard to the priorities set down in the School Improvement Plan and any post OFSTED Action Plan.
5. **TAKE RESPONSIBILITY** for all aspects of Health and Safety and undertake an annual review of the schools Health and Safety policy.
6. **ESTABLISH** and **KEEP UNDER REVIEW** an Accessibility Plan for increasing, over time, the accessibility of the school for disabled pupils.
7. **MONITOR** all aspects of the School Improvement Plan that concern premises.
8. **LIAISE** with the local authority as appropriate regarding priorities for maintenance and development including capital expenditure, and **AGREE** and **OVERSEE** premises-related funding bids and building development works.
9. **PLAN FOR** and oversee the development of the school's IT infrastructure, including its fitness for teaching and learning, information management and administration.
10. **APPROVE** the preparation, costs and implementation of contracts and tenders for maintenance, repairs, redecoration and cleaning, and **ENSURE** that contracts and tenders are awarded in accordance with the relevant regulations.
11. **ENSURE** the school has appropriate building insurance and personal liability insurance.
12. **ORGANISE** regular Health and Safety audits and **MONITOR** and **UPDATE** the Health and Safety Policy.
13. **ADVISE** the Governing Body on the use of grounds and buildings outside session time and school terms.
14. **APPROVE** and **REVIEW** annually a policy on letting, including charges, and **OVERSEE** arrangements, including Health and Safety, for use of the school premises by outside users, subject to Governing Body policy.
15. **CONTRIBUTE** to the local authority assets management planning arrangements.
16. **AGREE** and **MONITOR** the Site Supervisor's job description.

17. ENSURE that adequate security measures are in place to protect the school and its occupants.

18. ENSURE that emergency procedures are in place to deal with civil emergencies.

Staffing

1. MONITOR all activities relating to staffing and in particular:

- employment
- selection and recruitment
- appointment, development, promotion and review
- grievance
- discipline
- consultation
- remuneration, and terms and conditions

Note: The Governing Body has strategic responsibility for all staffing matters, including decisions as to numbers of staff, but **DELEGATES** to the Headteacher the day to day management of staff and all staff appointments outside the leadership team. Governor involvement will always be sought in senior level appointments and, if appropriate, lower level appointments.

2. MAKE RECOMMENDATIONS for any changes to the above to the Governing Body for approval.

3. MONITOR the effective implementation of all policies related to staff.

4. MONITOR AND REVIEW the overall staffing and management structure of the school, in line with the priorities set down in the School Improvement Plan, and make recommendations for change to the Governing Body.

5. MONITOR AND REVIEW all staffing aspects of the School Improvement Plan.

6. RECOMMEND to the Governing Body and **REVIEW** implementation of procedures for appointing all staff (except the Headteacher and Deputy Headteacher, which will be separately determined by the Governing Body as the need arises), including the degree of governor involvement in appointments, dependent on the level of responsibility of the post.

8. ENSURE that the school has an up-to-date Pay Policy in place, which is reviewed at least annually.

9. ENSURE that all salaries are reviewed annually, in line with the relevant conditions of service, and at other times as appropriate, and **ENSURE** that the Headteacher's

and Deputy Headteacher's pay is reviewed annually in accordance with the National Pay & Conditions Document and relevant circulars.

10. AGREE pay discretions.

11. ENSURE that a written performance management policy and procedures are in place, and that regular appraisals are undertaken in line with the policy.

12. RECEIVE regular reports on development opportunities for all staff.

13. RECEIVE regular (at least annual) reports on performance management.

Emergency action

If emergency action is needed, for financial or staffing reasons or for the care and maintenance of the school premises, a decision may be taken on behalf of the Committee and the Governing Body by any two of the following: the Chair of the Committee, the Chair of the Governing Body and the Headteacher.

Administrative arrangements

Agendas will be sent to all members of the Committee at least seven days in advance of the meeting.

Minutes will be taken and circulated to the Governing Body. Any confidential items will be minuted separately and will not be available for public inspection.