



Finance and Staffing – Terms of Reference 2024 - 2025

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain their decisions and actions.

The Governing Board should act as “critical friend” to the Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

Membership To consist of at least 3 Governors, one of whom will act as Chair.

Membership will be agreed on an annual basis at the first Full Governing Board meeting.

Associate Members Associate governors do have voting rights at this committee.

Chair To be elected by the committee (to be determined by the Full Governing Board). The Governing Board can remove the Chair at any time.

Clerk to the Committee To be elected by the committee (to be determined by the Full Governing Board). The Governing Board can remove the clerk at any time.

Quorum To consist of 3 governors or more

Meetings At least once per term and in conjunction with Full Governing Board meetings and as otherwise required.

Agendas / Papers / To be circulated to all members at least one week before the meeting

Minutes / Confidential minutes / To be circulated to all members of the committee one week prior to the meeting, and with the agenda/papers for the next Full Governing Board meeting, for all other Governors. Minutes to include the items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.

Helping every child to be the very best version of themselves

Headteacher: Mrs A Byrne



Voting rights Voting rights for non-governors serving the committee to be determined annually at the First Full Governing Board meeting.
Voting rights in respect of this committee are granted to the Headteacher governor.

FINANCE

- Review the annual budget ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
- Maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
- To consider and approve the school's budget for submission to the Local Authority each year; and ensure it is presented to Governors at the next Full Governing Board meeting.
- Monitor income and expenditure at least once a term against the approved budget – Financial Performance Summary Statement provided by the LA
- Benchmark income and expenditure against that of similar schools considering comparative performance and opportunities to improve efficiency
- Ensure that sufficient funds are allocated for staff pay increments as set out in the Pay Policy
- Report back to each meeting of the Full Governing Board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
- Monitor spending of pupil premium, PE and sports premium (and other relevant premiums) ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
- Review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation), including disposal of assets and debt write off
- Review the levels of financial delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff for ratification by the Full Governing Board.
- Approve expenditure and virements of sums as per the scheme of financial delegation - sums below this amount are delegated to the Headteacher
- Undertake detailed scrutiny and recommend approval of the School's Financial Value Standard (SFVS) and undertake any actions as identified at completion of the SFVS
- Ensure local authority financial procedures are complied with
- Receive and act upon any issues identified by a local authority audit
- Ensure school follows basic procurement rules and achieves best value for money when buying goods and services
- Assess the school's insurance cover to ensure it provides adequate protection against risks
- Review and approve strategic Service Level Agreements (SLA's)

STAFFING

- Review the staffing structure of the school annually, ensuring that it meets the requirements of the school development plan, the curriculum and is affordable
- To be informed of applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
- Review staff work/life balance, working conditions and wellbeing, including monitoring staff absence rates
- Oversee the operation of the appraisal policy, including making arrangements for the Headteacher's performance management
- Review pay decision data to ensure that pay increments are awarded fairly
- Ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
- Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated

PREMISES, HEALTH AND SAFETY

- Ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education 2024
 - Ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
 - Monitor the completion of actions and recommendations arising from risk assessments
 - Review the school's accessibility plan
 - Receive an annual health and safety audit report and monitor any arising actions
 - Receive a regular report on accident statistics, near misses, incidents of violence or aggression
 - Ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
 - Ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
 - Monitor the health and safety training that staff and governors undertake
 - Review, adopt and monitor all policies delegated by the board
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RISK MANAGEMENT

- To review the Risk Register

Delegated policies

Policies (that may be delegated to the resources committee to review and approve) include:

Charging and Remissions Policy
Governor Allowances/Expenses Policy
Data Protection Policy
Health & Safety Policy
First Aid in Schools
Statement of procedures for dealing with allegations of abuse against staff Low Level Concerns
Accessibility Plan
Emergency Planning and Business Continuity
Capability of staff
Salford Scheme of Delegation
School Fund Mission Statement

Date of next review – Full Governing Board Autumn 2025 - 2026

Reviewed Autumn 2024 - 2025

Signed (Chair)

Date