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**Finance, Site & HR Committee**

**Terms of Reference**

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| **Members of the Committee** |
| Mrs J Surridge (Chair) |
| Miss S Hunter |
| Mrs S Atwell |
| Mrs D Pipe |
| Mr S Gallagher |
| Mr N Shearer |

## Terms of reference:

* In consultation with the Headteacher, to draft (and approve) (*if delegated authority given to the committee)* the first formal budget plan of the financial year, carry out revisions and monitor the budget (half termly) (*links to SFVS evidence 22)*
* To establish and maintain an up to date 3 year financial plan (Strategic Budget Plans - links to SFVS evidence 9)
* 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 (*links to SFVS evidence 10)*
* To review the Outturn Report and report any significant variances from the original budget to the Governing body (*links to SFVS evidence 13)*
* To receive and review the Cash-flow report prior to presentation to the Governing body on a minimum of an annual basis (links to SFVS evidence 39)
* To consider a Medium term plan report annually to inform the recovery of deficit if applicable (links to SFVS evidence 43)
* To take a recommendation to the Governing body for approval in relation to the annual Pre-certification checklist and Statement of Internal Control (*links to SFVS evidence 18/19)*
* To establish and review a Business Continuity Plan (in accordance with the requirements of the SFVS *links to SFVS evidence 30)*
* 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 review and approve the charges and remissions policies and expenses policies and best value statement (*links to SFVS evidence 27/33/34)*
* To make decisions in respect of service agreements, contracts and insurance (buildings and public liability)
* 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 Headteacher
* In the light of the Headteacher Performance Management Group’s recommendations, to determine whether sufficient funds are available for increments
* To be responsible, for determining dismissal payments/early retirement
* To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
* To review, monitor and approve the Governors’ Expenses scheme under delegation
* To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory (links to SFVS evidence 42)
* To review and agree policies relating to Finance, Premises, Health and Safety, Communications, and Personnel as delegated by the Governing body
* To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
* To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate (*links to SFVS evidence 11)*
* To complete the self-evaluation of Governing body competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis (*links to SFVS evidence 23)*
* To review benchmarking data on an annual basis (*links to SFVS evidence 31/32)*
* To prepare the Governing body Value for Money Health Check documentation for approval by the Governing body (links to SFVS evidence 35)
* To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
* To monitor spending of funds received for Pupil Premium and Sports grants
* To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school’s premises *links to SFVS evidence 14/17)*
* To oversee arrangements for repairs and maintenance (*links to SFVS evidence 14/17)*
* To make recommendations on premises-related expenditure *links to SFVS evidence 14)*
* In consultation with the Headteacher, to oversee premises-related funding bids
* To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
* To establish and keep under review a Building Development Plan
* To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
* To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
* To draft and keep under review the staffing structure in consultation with the Headteacher
* To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure (links to SFVS evidence 5)
* To oversee the appointment procedure for all staff to include ensuring the school has adequate arrangements in place to complete pre-employment checks (*links to SFVS evidence 26)*
* To ensure that all staff are reminded of the school’s whistleblowing policy on a regular basis (*links to SFVS evidence 21)*
* To approve and review a Performance Management policy for all staff\*
* To review job descriptions for staff as appropriate and recommended by the Headteacher (*links to SFVS evidence 4)*
* To oversee the process leading to staff reductions
* To be responsible for the suspension and/or dismissal of staff (including the Headteacher if delegated to a committee)
* To be responsible for the ending of a suspension for staff (including the Headteacher if delegated to a committee)
* 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 including pay discretions
* To consider any appeal against a decision on pay grading or pay awards
* To be responsible, for determining dismissal payments/early retirement
* To produce, collate and report questionnaires for parents, staff and pupils
* *Additional items which individual Governing Bodies may wish to include*
* To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
* In the light of the Headteacher Performance Management Group’s recommendations, to determine whether sufficient funds are available for increments
* To be responsible, in conjunction with the Personnel Committee, for determining dismissal payments/early retirement
* To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
* To review, monitor and approve the Governors’ Expenses scheme under delegation
* To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory (links to SFVS evidence 42)
* To review and agree policies relating to Finance as delegated by the Governing body (*please list) e.g. Finance Policy, Record of Financial Responsibility* (*links to SFVS evidence 2/30)*
* To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
* To monitor spending of funds received for Pupil Premium and Sports grants
* To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate (*links to SFVS evidence 11)*
* To complete the self-evaluation of Governing body competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis (*links to SFVS evidence 23)*
* To review benchmarking data on an annual basis (*links to SFVS evidence 31/32)*
* To prepare the Governing body Value for Money Health Check documentation for approval by the Governing body (links to SFVS evidence 35)
* To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
* To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school’s premises *links to SFVS evidence 14/17)*
* To oversee arrangements for repairs and maintenance (*links to SFVS evidence 14/17)*
* To make recommendations to the Finance Committee on premises-related expenditure *links to SFVS evidence 14)*
* In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
* To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
* To establish and keep under review a Building Development Plan
* To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
* To carry out risk assessments for the premises and ensure that the results of these are actioned and reported
* To review and agree policies relating to Premises, Health and Safety as delegated (*please list)*
* *Additional items which individual Governing Bodies may wish to include*