



## Kilby St Mary's C of E (Aided) Primary School

# Finance & Resources Committee Terms of Reference

<b>Date agreed:</b>	Ratified by the Full Governing Board on 07/06/23
<b>Review date:</b>	(annually)
<b>Chair of committee:</b>	Alison Bluff
<b>Vice Chair of committee:</b>	n/a
<b>Clerk:</b>	Rachel Middleton
<b>Membership:</b>	Rebecca Hartshorne (Headteacher), Alison Bluff, Judith Spence, Rupert Dehaene-Gold, Father Philip O'Reilly
<b>Others in attendance:</b>	Liz Parnell, Bursar
<b>Quorum:</b>	Three Governors
<b>Meetings:</b>	At least once a term

## **The Finance & Resources Committee has delegated responsibility to:**

### **Finance**

1. review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
  2. maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
  3. present an annual budget to the full governing board for approval
  4. monitor actual income and expenditure at least once a term against the approved budget
  5. benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
  6. ensure that sufficient funds are allocated for staff pay increments
  7. 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
  8. monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
  9. review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)
  10. approve expenditure and virements of sums over £10k– sums below this amount are delegated to the headteacher
  11. undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
  12. ensure local authority financial procedures are complied with
  13. receive and act upon any issues identified by a local authority audit
  14. ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
  15. assess the school's insurance cover to ensure that it provides adequate protection against risks
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### **Staffing**

16. review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable
17. consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
18. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
19. oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management

20. review pay decision data to ensure that pay increments are awarded fairly
  21. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
  22. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
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#### **Premises, health and safety**

23. 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](#)
  24. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
  25. monitor the completion of actions and recommendations arising from risk assessments
  26. review the school's accessibility plan
  27. receive an annual health and safety audit report and monitor any arising actions
  28. receive a regular report on accident statistics, near misses, incidents of violence or aggression
  29. 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
  30. 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
  31. monitor the health and safety training that staff and governors undertake
- review, adopt and monitor all policies delegated by the board

#### **Policies delegated by the Full Governing Body for approval by the Finance & Resources Committee**

- Data Protection Policy and Privacy Notices
- IT Users Policy
- Financial Management Regulations
- Donations Policy
- Charging and Remissions Policy
- Governor allowances and expenses Policy
- Gifts & Hospitality Policy
- Reserves Policy
- Risk Register
- Health and Safety Policy
- Educational Visits Policy
- First Aid Policy
- Bad Weather Policy
- Critical Incident Policy
- Site Security & Key Holder Policy
- Before and After School Club Policy
- Teachers Pay Policy
- Amplification Policy
- Performance Management Policy

- Safer Recruitment Policy
- Staff Absence Policy
- Bereavement and Special Leave Policy
- Maternity and Paternity Policies
- Flexible Working Policy

## Meetings

Committee meetings will be held at least once a term. Any variation to the meeting pattern must be agreed by the Full Governing Board.

The Chair of the Committee is approved by the Full Governing Board on an annual basis.

A Vice Chair of the Committee is approved by the Full Governing Board on an annual basis.

The Presiding Governor for meetings of the Sub-Committee shall be the Chair, or if absent, the Vice Chair.

The Clerk will make a record of all proceedings at each meeting. Draft minutes will be circulated to the Chair for draft approval (and to the Headteacher to check factual accuracy) within seven days of the meeting. They will subsequently be emailed to Governors.

The Chair of the Finance & Resources Committee will report the work of the Committee to the termly meetings of the Full Governing Board

The Committee will liaise with such other committees and invite members of other committees to attend its meeting as deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Full Governing Board.

## Specific Tasks and agenda items

### Autumn term

- Headteacher's update on any matters in the School Development Plan focusing on Finance & Resources
- Review revised budget plan
- Review 3-5 year budget
- Review impact of any proposed performance related pay implications on budget
- Review Private School Fund income and expenditure
- Review Before and After School Club income and expenditure
- Review spending from the Pupil Premium, Sports Premium and additional support/catch-up Funds
- Review CPD completed by staff in relation to the Committee's scope of work, noting any areas for ongoing development
- Review staff wellbeing and staff attendance
- Review Governor monitoring reports (visits conducted in later summer term)
- To review/identify link governor responsibilities relating to Finance and Resources

- To make recommendations for a schedule of Governor monitoring visits, Learning Walks, and discussions with staff
- Review and approve policies delegated to the Committee
- Identify any training needs for Committee members
- Identify matters to refer to the Full Governing Board

### Spring term

- Review proposed budget for next year, to make a recommendation to the Full Governing Board
- Review accounts year to date
- Review Private School Fund accounts
- Review Before and After School Club income and expenditure
- Review health and safety compliance through the Health & Safety audit
- Review the Schools Financial Value Standard report (completed by school staff and a Link Governor outside of the meeting)
- Benchmark
- Benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
- Review staff wellbeing and attendance
- Receive a report on progress with regards to annual performance management of staff
- Review Governor monitoring reports (from late autumn and early spring), check these are on schedule
- Receive appropriate Link Governor reports relating to Finance and Resources matters
- Review and approve policies delegated to the Committee
- Receive reports on any learning from Governor training sessions
- Identify matters to refer to the Full Governing Board

### Summer term

- Review in-year accounts, considering any proposed changes to staffing and affordability
- Review Private School Fund accounts
- Review Before and After School Club income and expenditure
- Review staff wellbeing and attendance
- Review the use of designated funds for maintenance, repairs and redecoration
- Receive an update on any summer estates/capital works being undertaken
- Review insurance arrangements for the school
- Review Governor monitoring reports (from late spring and early summer), check these are on schedule
- Receive appropriate Link Governor reports relating to Finance and Resources matters
- Review and approve policies delegated to the Committee
- Receive reports on any learning from Governor training sessions
- Review the format and volume of reports received by the Committee relating to Finance & Resources
- Review terms of reference, making any recommendations to the Full Governing Board

- Identify any specific areas for Committee monitoring for the year ahead
- Identify matters to refer to the Full Governing Board

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