



Our Lady Immaculate Catholic Primary School

Finance, Resources and Safety Committee

- In consultation with the Headteacher, to approve 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 City Council.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To establish and annually review policies on charging and remissions and expenses.
- To make decisions in respect of service agreements.
- To make decisions on expenditure and miscellaneous financial decisions following recommendations from other committees.
- To prepare financial statement for reporting to parents.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To approve virement between budget headings as necessary and up to an agreed maximum as stated in the adopted Scheme of Delegation.
- To prepare and review financial policy statements, including consideration of long term planning and resourcing.
- To agree the level of delegation to the Headteacher for the day to day financial management of the school as stated in the adopted Scheme of Delegation.
- To authorise the Headteacher to enter into contracts up to an agreed limit.
- To liaise with those responsible for the school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school.
- To respond to any audit reports on the management of the budget and financial procedures.

- To formulate, establish, implement and review the school's performance management policy.
- To approve the performance management policy annually.
- 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 advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To work closely with the Archdiocesan appointed surveyor on a 3 year plan for building and maintenance development and annually review said plan.
- In consultation with the Headteacher and surveyor 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 an Asset Management Plan in conjunction with the Archdiocesan appointed surveyor.
- To establish and keep under review an Accessibility Plan.
- To monitor, and report regularly to the Governing Body on :
 - Energy
 - Cleaning
 - Grounds Maintenance
 - Security
 - Maintenance
- To make recommendations for minor works related to improvements or repairs to the buildings or grounds.
- To approve the costs and contracts for maintenance, repairs and decorations within the budget allocation.
- To establish a Health and Safety Policy for approval by the full governing body. To monitor on a regular basis all issues relating to health and safety and to work closely with the Health and Safety Team within the school.

- To work with the Headteacher, Archdiocesan appointed surveyor and the Archdiocese to procure and maintain buildings including developing a properly funded maintenance plan.
- To establish and approve a Governor's Expenses Scheme.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review.
- To establish and review Performance Management policy for all staff.
- To oversee the process leading to staff reductions.
- 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 to the Governing body.
- To consider any appeal against a decision on pay grading or pay awards.
- To formulate and review staffing and personnel policies.

Personnel elements

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- To formulate and review staffing and personnel policies.

- To adopt and keep under review Disciplinary and Grievance Procedures in collaboration with the Archdiocese and Local Authority and to ensure that staff are kept well informed.
- To agree recruitment and selection procedures and the level of involvement by governors in the appointment of staff.
- To review Headteachers', Deputy Headteacher s' and teachers' salaries as required by the Pay and Conditions documents.
- To determine dismissal payments and early retirement.
- To make decisions on staff dismissals (except Headteacher) in conjunction with the Headteacher and school appointed advisory bodies.