

## **Our Lady Immaculate Catholic Primary School**

### **Finance, Resources and Safety Committee**



#### *The terms of reference aim:*

- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To oversee the financial performance of the school and make sure its money is well spent
- To act on matters delegated by the full governing body
- To contribute to the School Development Plan

#### *Meetings*

The committee will meet at least once a term prior to the main governing body meeting (where possible) and otherwise as required.

The committee will receive reports from the school in sufficient detail to enable it to undertake its strategic responsibilities for financial planning, monitoring and evaluation. Whenever possible, reports will be shared in common across the school.

- 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 agree annual action plans and monitor how school premiums are spent (ie PE and Sport Grant, Pupil Premium Grant)
- 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 make pay decisions in line with the Pay Policy and legal requirements
- 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 implement the Pay Policy approved by the full governing body, 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**

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
- To implement and review the school's 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 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.