



TERMS OF REFERENCE FINANCE AND RESOURCES COMMITTEE

Purpose

- To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity.
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- To make appropriate comments and recommendations on such matters to the governing body on a regular basis.
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- Major issues will be referred to the full governing body for ratification.

Membership

The membership of this committee shall be a minimum of three governors, among whom should be the committee Chair or Head teacher. Where possible, the governors should include a staff governor. This committee will choose its chair. The committee may co-opt non-voting members to assist it to discharge its responsibilities effectively; should it so require.

Quorum

The Quorum shall be three voting members, one of whom must be the Chair or Headteacher who may nominate a representative in his/her absence who will make his/her vote.

Meetings

The committee will meet at least once per term.

Functions and Powers

Subject to the requirements of relevant legislation, the committee is authorised:

- 1 To consider and recommend acceptance/non-acceptance of the academy's budget, based on the recommendation of the Audit Committee, at the start of each financial year.
- 2 To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the academy.

3 To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.:

4 To consider and support effective Marketing and Communications ICT and Policies, Inclusive of:

- To oversee the school profile, effectiveness of communication with key stakeholders and overall marketing of the school;
- To establish and keep under review an Accessibility plan;
- To monitor and evaluate ICT within the school and plan for its continual development;
- To monitor and evaluate Pupil and Parent perceptions of the school through questionnaires and report back to parents;
- To liaise with the School Council; and
- To annually review all mandatory, non-curricular policies including charges and remissions policies and expenses policies.

5 To liaise with and receive reports from the CPP committee, Headteacher and others parties, as appropriate and to make recommendations to those committees and/or persons about financial aspects of the matters being considered by them.

6 To support retention, development and terms & conditions of all staff, Inclusive of:

- To draft and keep under review the staffing structure in consultation with the Headteacher;
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review;
- To oversee the appointment procedure for all staff;
- To establish and review a 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 consider any appeal against a decision on pay grading or pay awards;
- To form the Dismissal and Appeal panels.

7 To encourage and develop Partnerships in Community and Business both locally and internationally:

- To be involved in positive International, Community and Business links;
- To make arrangements for the Governing Body to be represented within the CECP and for reports to be received by the Governing Body.

8 Performance:

- To Contribute to the relevant section of SEF and the development of the SSDP;
- To consider, advise and monitor available data and external benchmarking information to ensure value for money relative to outcomes and consider additional investment requested to support the same;
- To oversee & scrutinise relevant areas of school performance in line with the pertinent DfE & Ofsted criteria.

9 To annually review the school asset management plan and strategic plans for the site development and capital projects and advise upon, and monitor maintenance, repair and refurbishment which ensures the school environment is conducive to quality learning and the effective delivery of the curriculum.

10 To provide guidance to the Full Governing Body on all tenders and contracts covering the management and maintenance of the school site.

11 To ensure that the school operates within the requirements of planning and building control regulations and health and safety guidance, and complies with the recommendations of the LA health and safety audit: Inclusive of:

- To oversee arrangements, including Health and Safety, for the use of school premises by all users (including guests), subject to governing body policy;
- Undertake the annual Health and Safety and Fire audits;
- To oversee health & safety arrangements for all school-led off site activities;
- To oversee and report to the Governing body all health & safety implications associated with development plans in relation to the School premises.

Disqualification

Any relevant person employed at the school other than as the Headteacher when the subject for consideration is the pay or performance review of any person employed to work at the school.

Report

All actions and decisions of this committee will be reported to the full governing body at its next meeting.

Review

The terms of reference of this committee will be reviewed as necessary, but at least annually

Signed.....

....Chair of Resources