



CORPUS CHRISTI CATHOLIC VA PRIMARY SCHOOL

Finance and Resources Committee

Terms of Reference (TOR)

2023/24

1. Purpose of Committee

1.1 Finance

To provide financial advice and support to the Governing Body who, working together with the Headteacher, decide how the overall financial resources may be used to ensure the optimum benefit for the school and its pupils.

1.2 Personnel

To ensure best practice is employed within the school in all matters relating to employment of staff e.g. conditions of employment, equality, diversity and inclusion opportunities, work/life balance, recruitment, training and development, CPD and selection and induction processes.

1.3 Premises, Health and Safety

To provide the Headteacher and Governing Body with advice and assistance on matters relating to premises and grounds. To ensure that the pupils have a safe, comfortable, clean environment fit for purpose. To ensure the effectiveness of the school's arrangements for ensuring the safety of its pupils.

2. Membership

The Headteacher (and the School Business Manager *ex-officio*) and Chair of Governors will be members of the Committee.

In addition to the Headteacher and Chair of Governors there will be a minimum of 3 members (therefore 5 in total).

3. Election of Chair / Vice-Chair

The Chair and Vice-Chair will be appointed at the first FGB of the academic year.

4. Co-options

The Governing Body Committee may choose co-options to the Committees as non-voting members.

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5. **Quorum**

A quorum of at least 3 governors (excluding staff governors) must be present for a meeting to take place.

6. **Minutes**

Minutes of the meeting will:

- show the time and place of meeting
- show the names of those attending report challenge and questions, evidence the decisions and recommendations
- track actions
- be a true and accurate record of the meeting

Draft minutes will be circulated to all governors of the committee and all attendees within 2 weeks post the meeting.

Minutes will be circulated to all governors with the agenda of the next F&R meeting and will be included in that agenda. All papers relating to the next meeting will be issued 10 days prior to the meeting.

7. **Conduct of Meetings**

The Committee will meet termly in advance of the Full Governing Body (FGB) meeting and at other times as appropriate and necessary.

With regard to pay and performance management issues, staff members must withdraw from meetings when relevant.

The TORs will be reviewed and renewed annually at the first FGB meeting in the academic year and ratified.

8. **Delegated Powers and Responsibilities – Finance**

- 8.1 To consider, annually, a draft budget for the year and make recommendations on it to the FGB for subsequent approval. These considerations should include the requirements of the School Improvement Plan and the allocation of any unspent balance arising from previous years.
- 8.2 To consider the Consistent Financial Report (CFR) at every meeting. Significant variations will be reported to the Governing Body together with a suggested course of action. Virements within code can be adjusted by the F&R committee as presented by the SBM.
- 8.3 This does not include the following areas in which the Headteacher has delegated authority:
 - Alterations to the budget to reflect the resources made available by Local Authority, statements of SEN and for cases of extended sickness of staff members.
 - Alterations to the budget, including virements, which do not exceed £5,000 and are within budget.
- 8.4 The Headteacher must report to the next Committee meeting when these powers are exercised.

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- 8.5 To monitor the level of delegated spending to the Headteacher for day to day management of the school.
- 8.6 To monitor the Headteacher's spending limit of individual purchases in line with the scheme of financial delegation.
- 8.7 To consider the financial implications concerning the appointment and dismissal of staff and inform the FGB accordingly.
- 8.8 Participate in the staffing reviews and implement pay policy as is appropriate.
- 8.9 To consider and report to the FGB on the financial aspects of the School Improvement Plan.
- 8.10 To appoint an independent auditor for non public (school) funds and ensure this is audited and presented to the FGB annually.
- 8.11 To ensure that a register is up to date and maintained by governors having a pecuniary interest.
- 8.12 To review the cost implications of the schools lettings policy and advise on the charges.
- 8.13 To review and make amendments where appropriate concerning the issue of contracts / tender procedures for the purchase of goods and services.
- 8.14 To ensure Schools Financial Value Standards (SFVS) compliance.
- 8.15 To review annually the statutory policy on charging and remissions.
- 8.16 To receive audit reports on the official and unofficial funds and make appropriate recommendations to the FGB.
- 8.17 To publish a link on the school's website to the schools financial benchmarking website, where consistent financial reporting (CFR) statement of income, expenditure and balances is published.

9. Delegated Powers and Responsibilities – Personnel

- 9.1 To ensure that staff pay and conditions of service conform with nationally agreed scales.
- 9.2 To ensure that all statutory and contractual obligations are in place.
- 9.3 To review staffing structure on an annual basis, and as required.
- 9.4 To ensure that any potential staffing issues are discussed and addressed to an appropriate timescale.
- 9.5 To ensure that selection and induction of all new staff is appropriate.
- 9.6 To report to the FGB any staff problems including those related to absence.
- 9.7 To ensure the schools single central record of recruitment and vetting check is updated appropriately by the School Business Manager and is located in one place within the school.

10 Performance, Pay and Review Panel

- 10.1 The performance management of the Headteacher will be addressed separately by the Headteacher performance management panel and external advisor. This will take place towards the end of the academic year.
- 10.2 To consider the headteacher's pay recommendations for all staff, except Headteacher, having due regard for salary constraints. The performance appraisal for all teaching and non teaching staff will be overseen by the Headteacher, in the specified time frame (currently by 30th September 2022), and prior to the Pay Review Panel meeting. The line manager will discuss the response of the Pay Review Panel with the individual for whom they are responsible. The Pay Review Panel will report budget impact to the Financial and Resources committee.
- 10.3 By means of tracking performance assessment, to inform the ongoing programme of staff appraisals and to progress further training needs. Ensuring that the professional development of all staff has a beneficial impact to the School Improvement Plan cycle. Staff engagement with the School Improvement Plan is inherent in their performance appraisal.

11. Delegated Powers and Responsibilities – Premises and Health and Safety

- 11.1 The school's Health and Safety arrangements report to this Committee and the Headteacher. A detailed annual review will be carried out and a written report submitted to the Full Governing Body.
- 11.2 To review a rolling 3 year costed development for the school.
- 11.3 To review the Health and Safety policy on behalf of the FGB.