

Governing Body – Terms of Reference 2018 - 2019

Finance & Resources Committee (FRC)

Purpose

- To assist the decision making of the Governing Body by enabling more detailed consideration to be given to the best means of fulfilling their responsibility to ensure sound management of the schools' finances and resources, including proper planning, monitoring and probity;
- To ensure the sound management of staffing structure, staff appointment, capability, appraisal, discipline and dismissals;
- To ensure sound management of student admissions and enrolment, public relations, communication and marketing;
- To ensure sound management of health & safety, facilities and assets;
- To advise on the adequacy and effectiveness of the schools' systems of internal control and their arrangements for risk management, control and governance processes, and securing economy, efficiency, effectiveness (value for money) and that systems are rigorous and constantly reviewed;
- To make appropriate comments and recommendations on such matters to the Governing Body on a regular basis.

Membership

- Not less than 3 Governors appointed by the Governing Body plus any associate members;
- The Committee may make recommendations to the Governing Body for co-option of non-Governor members;
- The Chair should be appointed at the beginning of the first meeting of each school year by the Committee. The Chair must be a full Governor;
- In the absence of the Chair, the Committee shall choose an Acting Chair for that meeting from among their number. This must be a full Governor;
- In the absence of a Clerk, the Committee shall choose a Clerk for that meeting from among their number;
- Members are required to declare an interest in any matter that affects them. Having declared an interest the member is required to leave the room and take no further part in the discussions on that item;
- The quorum, for the meetings shall be 3 members who are full Governors.

Disqualification

Any staff member, other than the Executive Principal, when the subject for consideration is the pay, performance or discipline of any other member of staff. The Executive Principal may not attend when he/she is the subject under discussion or there is a perceived conflict of interest.

Meetings

- Will be held at least termly. A calendar will be published at the beginning of the school year. Additional meetings will be called if required;
- Will not be open to the public but minutes will be available for inspection, except for Part II minutes which include details of staff and/or pupils and are confidential;
- Will be open to any member of the Governing Body that would like to attend. Agendas will be circulated to all Governors;
- Voting rights are restricted to the full members of the Committee. Members co-opted to this group and associate members have no voting rights;

- In the event of a tied vote the Chair or Acting Chair shall have a second or casting vote;
- Minutes will record those present, the date and any votes, decisions, action points, recommendations or challenges;
- Minutes should be produced within 15 working days following the meeting and will be sent to the Committee by email for comment and update as necessary. Minutes will be formally approved at the next Committee meeting;
- All agreed actions and decisions will be reported to the next meeting of the Full Governing Body, with a copy of the minutes of the Committee distributed to all Governors as soon as possible after their approval. Items that are deemed confidential by the Committee shall be recorded in a separate minute and reported verbally at the next Full Governing Body meeting. Any such confidential minute does not have to be made available for inspection.

General Terms

- To act on matters delegated by the Full Governing Body. The matters that follow are delegated in full to the FRC;
- To be responsible for producing an annual work program for the Committee;
- To liaise and consult with other Committees where necessary;
- To ensure the Governors have a clear understanding of the vision and aims, strengths and weaknesses of the school so they can effectively contribute to the schools' self-evaluation processes;
- To contribute to the SEF and School Development Plan, setting the strategic directions and, in conjunction with senior leaders, setting the priorities for the schools;
- Although primary responsibilities for Health & Safety and Safeguarding are delegated to the FRC, all committees are expected to consider these when undertaking all Committee functions and whilst making any decisions;
- To act as an analytical partner for all staff and provide challenge to school leaders;
- Ensure equal opportunities and promote inclusion for all;
- Review equality objectives and progress against action plan.

Specific Terms

Finance

- Review and monitor the implementation of Finance Policies and procedures, including the local scheme of delegation, charging and remission;
- Establish and maintain a three-year financial plan, taking into account priorities of the School Development Plan, roll projection and signals from Central Government regarding future years' budgets;
- To agree the annual school budget;
- To ensure sufficient funds are set aside for pay increments as set out in the Pay Policy;
- Receive budget monitoring reports;
- Review, complete and submit the School Financial Value Standard (SFVS), undertaking any remedial action identified;
- Make decisions on expenditure following requests from other Committees, examining budget implications of proposed curriculum or staffing changes;
- Ensure a register of staff and Governors interests is maintained;
- Review and agree contracts entered into by the schools as required;
- Overview of financial management in order to ensure that value for money is being provided;
- Approve budgetary adjustments, subject to the Finance Policies, that will be necessary in response to the evolving needs of the schools;
- Receive benchmarking reports.

Staffing

- Ensure the school is staffed sufficiently for the fulfilment of the Schools' Development Plans and effective operation of the school;
- Implement and review the Appraisal Policy;
- Implement and review the Pay Policy;
- Review procedures for dealing with staff discipline and grievance;
- Oversee any process leading to staff reductions;
- Monitor and evaluate the impact of continuing professional development on improving staff performance;
- Monitor attendance of staff, reviewing working conditions, work-life balance and well-being;
- Consider applications from staff for leave of absence where the policy requires;
- Review recruitment processes, particularly with reference to Safer Recruitment practices;
- Receive a report on the Executive Principal's performance;
- Consider and agree recommendations from the Executive Principal for staff pay progression;
- Ensure all staff have a current job description;
- Suspension, dismissal or ending the suspension;
- Implement the Job Evaluation process.

Safeguarding – Health & Safety

- Ensure, as far as is practical, that Safeguarding issues are prioritised;
- Receive audits annually: Section 175 safeguarding audit, e-Safety audit, fire audit, H&S audit;
- Review the impact of the Health & Safety Policy.

Premises

- Receive reports identifying any issues and including a list of priorities for maintenance and developments following the annual inspection of the premises and grounds;
- Create a Project Committee where necessary to oversee any major developments;
- Review the Accessibility Plan;
- Oversee arrangements for the Letting of the premises;
- Review website compliance.

The Executive Principal has the authority to make decisions if a delay in making that decision is likely to be detrimental to the interests of the school, a pupil at the school or their parents, or a person that works at the school.

Chair of ALP:

Date:

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