

Patcham High School
GOVERNING BODY
FINANCE HEALTH AND SAFETY COMMITTEE
Terms of Reference 2019/20

Objectives:

- Ensuring fair and equitable effective performance management takes place
- Overseeing the financial performance of the school and making sure its money is well spent
- Ensure the effectiveness of leadership and management section of the School Development Plan
- Ensure financial probity of the school and complete SFVS in a timely manner

Meetings Membership and Reporting:

- The committee will sit at least three times per year, with additional meetings as they or the governing body consider necessary
- The meeting will be clerked
- Any governor may attend the meeting as an observer providing notice has been given
- Non governor members of staff may attend upon invitation by the Chair of the committee
- The quorum is three, excluding headteacher
- The committee will present the draft minutes of its meeting at the following full governing body meeting.

Disqualification

Any relevant person employed to work 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

Contribution to core governing body functions

Core Governing Body functions	Contribution from this committee
Ensuring clarity of vision, ethos and strategic direction;	Reviewing contribution of leadership and management Role modelling the school's ethos Reviewing collaboration and partnership agreements
Holding the headteacher to account for the educational performance of the school and the performance management of staff	Holding the headteacher to account for the performance management of staff
Overseeing the financial performance of the school and making sure its money is well spent.	Direct

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Responsibilities

1. To review and ensure a staffing structure fit to deliver the school improvement plan in consultation with the Headteacher. Where staff reductions are indicated to make recommendations to full governing body.
2. To review and enable an asset management policy fit to deliver the school improvement plan
3. To establish a Pay Policy including related pay committee and procedures for appeal, for all categories of staff and to be responsible for its administration and review
4. To oversee the appointment procedure for all staff in consultation with Headteacher.
5. To establish and review an appraisal/ Performance Management Review policy for all staff.
6. To receive reports from the Headteacher Performance Review group.
7. To review effectiveness of Continuing Professional Development Policy for all staff.
8. To oversee the process leading to staff reductions.
9. Receive updates on health and safety performance from the School Health and safety committee, the Health and Safety co-ordinator and Health and safety governor in order to enable the governing body to monitor the adequacy of arrangements and take any action as necessary.
10. To keep under review staff work/life balance, working conditions and well-being*, including the monitoring of absence.
11. To make recommendations on HR related issues to the appropriate Committee and receive reports and review capability, grievance and disciplinary policies.
12. To monitor the PFI and the work of the PFI partner and other service contracts and to oversee staffing issues related to the PFI project.
13. To ensure compliance with the statutory policies and documents listed in Appendix A, overseeing their review, receiving reports and making related recommendations to the school and full governing body
14. In consultation with the Headteacher, to draft and recommend the first formal budget plan of the financial year within the timeframe set by the local authority and consistent with the objectives of the School Development Plan and maintain an up to date 3 year financial plan.
15. To consider a budget position statement including virement decisions at least termly and take action as required to enable the school to keep within its budget, reporting significant anomalies from the anticipated position to the Governing Body.
16. To ensure that the school operates within the Financial Regulations of the LA, including meeting the schools financial value standard, and the Scheme of Delegation, and make recommendations for changes to the Financial Scheme of Delegation to full governing body
17. To review progress against relevant aspects of the school development plan
18. To provide support advice and guidance for the headteacher on matters within its remit
19. To take into account stakeholder views of work within its remit and acknowledge it has done so
20. To review the effectiveness of this committee at least annually
21. To review the interest register of staff involved in the contracts process and governors
22. To ensure a complaints procedure is established and reviewed regularly, ensuring any learning from complaints is acted upon
23. Review these terms of reference at least annually

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Statutory policies and documents overseen by this committee:			
Equalities	Staffing	Staff discipline Staff Code of Conduct Staff Grievance Capability and * Appraisal Teacher's Pay policy Newly Qualified Teachers (if not QE)	
	Facilities	Health and Safety (including wellbeing) First aid in Schools Premises Management Documents	
	Finance and Administration	Charging and Remissions Data Protection Protection of biometric information of children Freedom of Information* School information published on website School complaints Required by SFVS: Lettings policy and scale of fees Whistleblowing Business Change Plan (critical incident)	
	Governance	Equality information and objectives Register of interests Governors allowance	
		*Not on statutory list but still appears to be statutory or required	