

Patcham High School

GOVERNING BODY

FINANCE HEALTH AND SAFETY COMMITTEE

Terms of Reference 2022/23

Objectives:

- Oversee the financial performance of the school and make sure its resources are managed well.
- Ensure financial probity of the school and complete the School Financial Value Standard (SFVS) return in a timely manner.
- Recommend a budget and staffing structure to deliver the school strategy.
- Ensure the effectiveness of leadership and management section of the School Development Plan.
- Hold the headteacher to account for the performance management of staff.

Meetings Membership and Reporting:

- The committee will sit at least once a term. In the summer term, business may instead be undertaken by the full governing body. Additional meetings may be held as the committee or the governing body consider necessary.
- Meetings will be clerked and minuted. The committee will present the draft minutes of its meeting at the following full governing body meeting.
- Agendas and papers will be circulated to the full governing body unless confidential.
- The quorum is three, plus the school business manager or nominated substitute.
- Any governor may attend meetings as an observer, providing notice has been given.
- Non governor members of staff may attend upon invitation by the committee Chair

Members of the committee will be expected to undertake relevant training and discuss their needs at least annually with the Chair of Committee or Chair of Governors.

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 Risk management Recommending budget to deliver strategic vision Monitoring policies
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.	Directly accountable

Responsibilities

1. General

- 1.1. To act on matters delegated by the full governing body.
- 1.2. To liaise and consult with other committees where necessary e.g. to gather views re budget planning.
- 1.3. To contribute to the school self-evaluation and the school development plan.
- 1.4. To consider safeguarding and equalities implications when undertaking all committee functions.
- 1.5. To take into account stakeholder views of work within its remit and acknowledge it has done so.
- 1.6. Other than delegated powers specified in this document, the committee has advisory powers only.
- 1.7. To provide support and guidance to the headteacher on matters within its remit.
- 1.8. To review the impact and effectiveness of the committee at least annually.
- 1.9. To review these terms of reference at least annually.

2. Financial policy and planning

- 2.1. To review and recommend to full governing body the local scheme of financial delegation and monitor same, ensuring requirements are met.
- 2.2. To establish and maintain a financial plan of at least 3 years, taking into account the priorities of the school development plan, roll projection and signals from central and local government regarding future budgets, within the constraints of available information.
- 2.3. Having appraised different expenditure options draft and propose to the governing body for adoption an annual school budget, ensuring sufficient funds are set aside for pay increments.
- 2.4. Within the constraints of the scheme of delegation, make decisions regarding contracts and service level agreements.
- 2.5. To review, complete and submit to full governing body for approval, the School Financial Value Standard and undertake any remedial action identified as part of SFVS.
- 2.6. To evaluate the effectiveness of financial decisions.
- 2.7. To receive and act on any issues identified by a local authority audit.
- 2.8. To provide support and guidance for the governing body and headteacher on all matters relating to asset management, including review and enabling a policy fit to deliver the school improvement plan.
- 2.9. 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.
- 2.10. To carry out the function of the pay committee as established by the pay policy.
- 2.11. To oversee the appointment procedure for all staff in consultation with Headteacher.
- 2.12. 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.
- 2.13. To keep under review staff work/life balance, working conditions and well being*, including the monitoring of absence.
- 2.14. 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.

- 2.15. To ensure compliance with the statutory policies and documents listed in Appendix A, overseeing their review and approval, receiving reports and making related recommendations to the school and full governing body.
- 2.16. To oversee use of pupil premium, covid premium to ensure best value for money.

3. Ensure statutory responsibilities are fulfilled:

- 3.1. Re statutory policies in appendix 1.
- 3.2. Re Scheme of financial delegation.
- 3.3. Re Register unofficial funds and ensure audited.
- 3.4. Re Pupil premium and covid premium strategy on the website.
- 3.5. Re Budget monitoring.
- 3.6. Re SFVS.
- 3.7. Review eligibility for the Teachers' Pension Scheme.
- 3.8. Ensure appraisal policy is effectively implemented and CPD opportunities are identified and resourced.
- 3.9. Ensure school complies with local authority procedures re health and safety of pupils involved in off-site activities including signing off visits on the evolve system.
- 3.10. Ensure where the school provides school lunches and or other food/drink, it meets DfE standards.
- 3.11. Approve the price paid for school meals.
- 3.12. Ensure there is an inventory of non-capital assets.
- 3.13. Ensure controls are in place re fraudulent or improper use of public funds.