

# CULCHETH HIGH SCHOOL

## FINANCE AND RESOURCES COMMITTEE 2018-19

### TERMS OF REFERENCE

1. To prepare and review financial policy statements, including consideration of long term planning and resourcing.
2. To consider each year's School Improvement Plan priorities and to formally approve the first formal annual budget prior to ratification by the Governing Body.
3. To monitor the income and expenditure of all public funds (i.e. budget share, and any other funds devolved by the LA, e.g. Standards Fund) and report the financial situation to the Governing Body each term.
4. To **recommend** the level of delegation to the Headteacher for the day-to-day financial management of the school.
5. To vire funds, if necessary, within limits set by the Governing Body
6. To ensure the audit of non-public funds for presentation to the Governing Body.
7. To receive and, where appropriate, respond to periodic audit reports of public funds.
8. To ensure the school adheres to the principles of economy, efficiency and effectiveness and to challenge the school decisions on the basis of value for money.
9. To ensure that Finance and Resources Committee Governors have sufficient financial management training to discharge their duties in the Terms of Reference.
10. To ensure financial processes operate in a manner mindful of risk identification and potential mitigation.
11. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and ICT.
12. Annually to ensure that the premises and grounds are inspected by suitably qualified professionals and that a statement of priorities for maintenance and development are compiled. Any subsequent plans for maintenance or development are to be put forward to the Governing Body for approval
13. To approve the costs and arrangements for maintenance, repairs and redecoration with the budget allocation
14. To oversee the preparation and implementation of contracts, specifically catering, cleaning, grounds, reprographics, refuse.
15. Annually to consider Asset Management Plan (AMP) information supplied by the LA and ensure information on building work is passed to the LA.
16. To ensure that the school complies with Health and Safety regulations

17. To draft and keep under review a policy statement on staff consultation for approval by the governing body and to undertake any formal consultations on personnel matters (including discipline, grievance, redundancy etc
18. Salaries:
  - To consider the whole School Pay Policy annually
  - To draft criteria for the approval of the Governing Body about the use of discretionary elements of pay provisions and make recommendations about implementing them
  - To authorise staff salary changes, as recommended by the Headteacher
19. To strategically manage a staffing restructure if delegated by the Governing Body.
20. To make decisions within the Committee's remit when given the mandate by the Governing Body.
21. To undertake an annual Headteacher's Performance Management review during the Autumn term. To receive a report of Performance Management for all staff in the Spring term.
22. To review staff absence figures annually unless there are any areas of particular concern. The Headteacher to produce an extra report if such concerns arise.
23. To review all other related policies not mentioned above.

<b>These terms of reference ratified by the Governing Body</b>	6 February 2019
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<b>Meetings</b>	Once a term or otherwise as required
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<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Mrs Alyson Fadil	10 October 2018
Mr Phil Freaney	10 October 2018
Mr Chris Hunt	10 October 2018
Mr Mahesh Patel	10 October 2018
Mrs Sharon Rathmill	10 October 2018
Ms Amanda Stevens	10 October 2018
Mr Kevin Tomsett	10 October 2018
<b>In attendance:</b>	
Mrs Katie Petre-Hoyle (Finance and Business Manager)	
HR Manager and Facilities Manager as requested by the Committee	

<b>Chairman of the Committee</b>	Ms Amanda Stevens
<b>Vice Chairman of the Committee</b>	Mrs Alyson Fadil
<b>Clerk to the Committee</b>	Mrs Sue Dibben
<b>Quorum</b>	<b>Four</b> Governors

<b>Date Committee Established</b>	10 October 2018
<b>Date of Review</b>	