

## **STEPPING STONES SCHOOL (01141)**

### **FINANCE AND RESOURCES COMMITTEE**

#### **TERMS OF REFERENCE**

##### **Membership**

The sub-committee shall consist of at least 3 members of the full committee.

The sub-committee will elect a chair from within its own membership who should not be the headteacher.

Non-voting participants may be invited to meetings by the sub-committee as and when required.

The membership of the sub-committee shall be reviewed and determined annually by the full committee.

The full committee will appoint a clerk to the sub-committee, who will not be a member of the committee.

##### **Quorum**

The quorum shall be a minimum of 3 members, including the headteacher, but ensuring at all times that there are 2 non-staff members making up the quorum).

##### **Meetings**

The clerk to the sub-committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and the minutes presented at the next meeting of the full committee.

The sub-committee shall meet at least once each term and otherwise as required.

#### **FINANCE**

##### **Responsibilities**

1. To ensure proper and effective use of the school's financial resources.
2. To provide guidance and assistance to the headteacher and the full committee on all finance related matters.
3. To review and approve Internal Financial Regulations for the financial management of the school taking account of guidance issued by the county council.
4. To approve virements between budget headings where the value is in excess of the sum delegated to the headteacher under the school's Internal Financial Regulations.

5. To consider budget plans presented by the headteacher and to make recommendations for a balanced, well informed and sustainable budget to the full committee for approval (with an agreed and timed plan for eliminating any deficit in accordance with the Scheme for Financing Schools).
6. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and where necessary, make recommendations to the full committee.
7. To establish and regularly monitor a three year financial plan using the latest available information as required in SFVS.
8. To access, review and monitor Service Level Agreements (SLA) and to make decisions in respect of SLAs if above the limit delegated to the headteacher under internal financial regulations.
9. Approve, monitor and review all finance based policies on behalf of the full committee, including, but not limited to, those related to Charges & Remissions, Lettings and Members' Expenses.
10. To contribute to the School Development/Improvement Plan including consideration of the longer term resource requirements of the school.
11. To consider the appropriate level of reserves and balances taking account of guidance produced by the county council.
12. To consider audit reports and other relevant reports and make recommendations to the full committee.
13. To consider appropriate arrangements to meet the Schools Financial Value Standard (SFVS).
14. To consider and advise on any financial matter referred to it by the full committee.
15. To respond, on behalf of the full committee, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

## **STAFFING**

### **Responsibilities**

1. To prepare staff policies for approval by the full committee.
2. In conjunction with the headteacher, to draw up a staffing structure and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation. This includes ensuring that the full committee adheres to the requirement for at least one member of each selection panel to have received training in safer recruitment.

4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with agreed arrangements and to delegate to the headteacher and one committee member the appointment of all other support staff.
5. To delegate to the headteacher all provision of supply cover of under one term's duration.
6. To ensure that consultations take place as required (e.g. over pay policy) with all staff or with recognised trade unions.
7. To ensure that appropriate job descriptions are in place.
8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.
9. To monitor the programme of staff development and training and ensure it meets the needs of the School Development/Improvement Plan and of the staff.
10. To receive regular reports on staff absence, if not already reported to the full committee.
11. Review annually the unit total of the school and the effect, if any, on the ISR.

**NOTE** The appointment of a headteacher or deputy headteacher is not a function of this committee.

## **HEALTH AND SAFETY / PREMISES**

### **Responsibilities**

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.
2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the full committee.
3. To advise the full committee on major projects deemed to be necessary or appropriate.
4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the full committee, are progressed and where appropriate that the payments are made.
5. To act on behalf of the full committee in monitoring the implementation and progress of all building related plans.
6. To monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the full committee, to make recommendations to the full committee on the appointment of consultants or the providers of premises related services.

8. To determine the use of the school premises outside school session time including advice to the full committee on a possible charging policy which must be determined by the full committee.
9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.
10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.
11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the full committee with regard to its compliance with health and safety regulations.
12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. To examine safety inspection reports and to make recommendations where remedial action is required.
16. To be mindful of the requirements of the Equality Act 2010.

**Approved: October 2018**

**Review Date: Autumn term 2019**