

Stratford Rural Schools' Federation



GOVERNING BODY

TERMS OF REFERENCE

	RESOURCES COMMITTEE
Finance	In consultation with the Executive Headteacher, to oversee the preparation of the 3-year budget and ensure it links with the School Development Plan priorities agreed by the governing body. Recommend to the governing body for approval
	To engage in Strategic Financial Planning
	Establish and review ordering and payment systems
	To monitor income and expenditure against budgeted plans and report termly to the governing body, drawing attention to significant anomalies from the anticipated position
	to make decisions in respect of service agreements and insurance
	monitor monthly expenditure and ensure corrective action is taken where necessary
	evaluate spending of all public funds to agreed timescales to ensure the budget provides value for money in terms of raising standards of education
	ensures the audit of all non-public (voluntary) funds, trading accounts, charity funds etc which must be run in accordance with LA regulations
	To make appropriate enquiries about any matter that could have significant financial implications for the school to satisfy themselves that all arrangements are appropriate
	To make recommendations to the governing body regarding decisions due to be taken by the governing body that have financial implications to ensure economy, efficiency and effectiveness of resources
	To assess different expenditure proposals put forward and recommend priorities to the governing body
	In consultation with the Headteacher, and in accordance with the Procurement Code of Practice for Schools, Schools Financial Standing Orders and Schools Contract Standing Orders, to approve contracts to be entered into up to the value of £1000 whether for goods, services or works, higher amounts to be approved by the full Governing Body

	To ensure that the school's procedures comply with Local Authority requirements including the Scheme for the Financing of Schools, Procurement Code of Practice for Schools, Schools Financial Standing Orders and Schools Contract Standing Orders, and that they are reviewed periodically
	To recommend to the governing body the school's charges and remissions policy and expenses policy, and to keep those under annual review
	To monitor all voluntary funds kept on behalf of the governing body in accordance with the constitutions and management arrangements of the funds
	To ensure that the school fund and other voluntary funds are properly audited annually for presentation to the governing body
	To receive and respond to reports from the Local Authority's auditors
	To keep an up to date register that lists for each member of the governing body, the Headteacher and any member of school staff with budget management responsibility, any business interests held by them or any member of their immediate family
	To approve the writing off of irrecoverable debts up to £_____ and the disposal of surplus and damaged equipment
	To ensure that the financial implications of staffing decisions are explicitly identified, understood and budgeted for by the governing body. For example, the appointment of new staff, re-grading and pay increments to existing staff
Staffing/ Personnel	To develop, review and oversee the implementation of the governing body's personnel policies, including recommendations for the adoption of, and amendments to, Local Authority policies.
	to be kept informed of the staffing situation and to assist with appointments where appropriate;
	To consider and recommend to the governing body, and review annually, the school performance management policy for all staff
	Agree and monitor a training strategy for teachers, support staff and governors
	To approve applications for early retirement, secondment and leave of absence not covered by local agreements
	To draft and review, in consultation with the Headteacher and staff, a policy on absence management for the approval of the governing body
	To carry out other staff-related tasks as delegated by the governing body
Pay	To receive and agree recommendations from the Headteacher relating to the pay of all members of staff, including that of the Headteacher, in line with legal requirements
Health and Safety	To carry out the governing body's responsibilities in relation to Health and Safety, including recommending a draft Health and Safety policy statement to the governing body and providing regular reports to the governing body on the monitoring of H & S

	Monitor to ensure that suitable risk assessments have been prepared and action taken to minimise risk
	To carry out the governing body's responsibilities in relation to the security of school premises and equipment
	To approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit or journey by air or sea and to ensure that the school follow the procedures as laid down in the Local Authority's Off-Site Activities guidelines
	To make arrangements for governors to inspect the premises on a regular basis
Premises	Prepare annual programme of priority repairs and maintenance and means of implementation
	Agree level of maintenance service the school will buy from service providers
	Research and be involved in drawing up Asset Management Plan and Accessibility Plan for the school
	To carry out any other premises-related tasks as delegated by the governing body
Pecuniary interests	To ensure that any pecuniary interests are declared at each meeting by everyone present

Quorum:

The quorum for a standing committee is a minimum of three full governors - with staff governors always in the minority.

Agreed and adopted by the Full Governing Body on 27th September 2017

Signed by the Chair: _____