

Finance (incorporating premises and health and safety)

### **Financial delegation**

1. To approve purchases, contracts and virements as described in the Scheme of Delegation.

### **Budget Planning**

1. To review and approve the first formal budget of the financial year in line with the priorities set out in the School Development Plan in time to meet the LA's budget deadlines.
2. Where possible to establish and maintain an up to date 3-year financial plan
3. To monitor pupil number trends to assess the effect on the delegated budget allocation.
4. To make decisions in respect of service level agreements.
5. To plan for the financial implications of partnership arrangements with other providers.

### **Internal Control**

1. To ensure that the school operates within the Financial Regulations of the LA.
2. To ensure requirements of the Schools Financial Value Standard are met.
3. To set limits on the amounts delegated to the Head teacher and Business Manager in respect of contracts, purchase orders etc.
4. To annually review charges and remission policies and expenses policies
5. To review Financial, Facilities Management and Health and Safety items in the School Development Plan (SDP)
6. To make decisions on expenditure and ensure that costs in the SDP can be met.
7. To embed continuous improvements in the schools' financial management systems.

### **Management**

1. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
2. To monitor expenditure of all voluntary funds (inc the School Fund) kept on behalf of the Governing Body.
3. To ensure financial statements are prepared for inclusion in the school profile.
4. To determine whether sufficient funds are available for pay increments as recommended by the head teacher.
5. To receive auditors reports as appropriate
6. To approve the payment of allowances to Governors.

### **Premises/Buildings**

1. To advise the Governing Body on priorities, including Health and Safety, for the development of the school's premises.
2. In consultation with the Head teacher, to oversee premises-related funding bids and premise-related expenditure.
3. To oversee arrangement, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.
4. To establish and keep under review an Accessibility Plan
5. To review school's policy on charging for lettings of school buildings annually and consider, promote other revenue-related activities
6. To consider and approve lettings and charging rates

#### Health and Safety

1. To keep the H and S policy and its practices under review and to make revisions where appropriate and to ensure the school is meeting its statutory duties for health and safety set out in the legislation, regulations, codes of practice and policies.
2. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
3. To receive and consider audit reports undertaken by the Health, Safety and Emergency Resilience Unit and make recommendations to the Governing Body on improvements to address the issues in the report.
4. To ensure that the school is complying with the authorities' guidance set out in: Organising Visits and Journeys for pupils. (use of Evolve)
5. To review as appropriate the School's Emergency Plan
6. Monitor Health and Safety in the school
  - a). by considering accidents and incidents statistics
  - b). receive reports that the Safety Rep. may submit
  - c). review the instructions/training provided for employers
  - d). ensure compliance with advice and guidance issued by the Authority through the bulletin system.

#### Risk Management

1. To implement and annually review the School's risk management policy and procedures
2. To provide a mechanism for risk management issues to be discussed and disseminated within the school.
3. To establish a risk management register and undertake a review once per term.
4. To receive reports from the Head teacher on the implementation of risk management in the School.
5. To review the School's resilience plan and business continuity plan.

#### Extended Schools Provision

1. To monitor child centred activities before and after statutory hours, to ensure
  - a) safety of pupils
  - b) adequate and appropriately trained facilitators
  - c) food, if provided, complies with the Food Safety Standards
  - d) ensure a child is 'handed over' to a responsible adult from after school activities

#### Appeals

1. To hear any appeals from other committees of the Governing Body i.e. staff dismissal, grievance, discipline and redundancy.

#### Dismissal Appeal

1. To hear appeals arising from the decisions of the Staff Dismissal Committee.
  - a) the local authority be advised of their determination and reasons for it
  - b) determine a relevant disciplinary sanction or
  - c) determine that there is no case to answer.

#### Redundancy Appeal

1. To hear any appeals from any employees with representations from the Head teacher and Chair of Governors
2. To notify in writing to employee the outcome of the appeal
3. To notify the council of the decision and require them to issue dismissal notices where applicable.

#### Staff disciplinary/grievance appeal

1. To hear and consider any appeal arising from the personnel committee. All LA guidance and support must be followed and adhered to in all cases.

The committee meets once a term, with an additional meeting in the summer term to specifically review health and safety matters.

Approving action when income/expenditure shows significant variance from budget.

Agreeing to the virement of funds between different areas of the budget beyond the 15% delegated to the head teacher's discretion.

Reviewing the purchasing and finance policies annually.

It also has the responsibilities of a pay committee.