

Terms of Reference - Leadership, Financial Management, Health & Safety Committee

Name of Committee

Leadership, Financial Management, Health & Safety Committee

Purpose

The committee oversees 3 key areas and as such its purpose is: to ensure the school staffing complement supports the school's aims and ethos and is affordable; to ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget; and to ensure the school provides a safe, healthy and sustainable environment for pupils, staff and visitors.

Membership

The membership could include any member of the Governing Board, school bursar/business manager and associate members.

Quorum

Three governors

Terms of Reference

Finance

1. To ensure the school adheres to the local authority's conditions of the Scheme for Financing Schools and Financial Regulations.
2. To ensure the school meets the relevant statutory requirements in relation to the School Financial Value Standard (SFVS) and that financial resources are managed effectively and the school provides value for money.
3. To produce the annual budget for presentation to the Governing Board for approval including the delegation of responsibilities to budget managers.
4. To monitor the budget on a regular basis and provide termly updates (as a minimum) to the Governing Board
5. To exercise virement between heads of expenditure of the budget up to a limit of £5,000 (as agreed by the Governing Board)
6. To make decisions in respect of service agreements and contracts up to a specified limit.
7. To make recommendations to the Governing Board with regard to a policy on charging and remissions.
8. To oversee the longer term strategic planning of the school finances.
9. To review reports by internal audit as to the effectiveness of financial procedures and controls.

10. To monitor the income and expenditure of all non-public (voluntary) funds and ensure an audit of these funds is carried out annually.
11. To ensure that finance committee minutes and all decisions made are reported to the next meeting of the Governing Board.

Premises and Health and Safety Committee

1. To advise the Governing Board on priorities, including health and safety, for the maintenance and development of the school's premises and activities carried out for example off site visits.
2. To ensure that a current and signed Health and Safety Policy is written and effectively implemented and monitored.
3. To ensure that suitable and sufficient arrangements and systems are in place to achieve effective risk management and recorded (for example audits of health and safety management systems, site inspections, equipment maintenance/inspections, risk assessments, safe systems of work, training plans, accident recording and investigation etc.).
4. To ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
5. To oversee arrangements for repairs and maintenance in line with all health and safety requirements.
6. To oversee arrangements, including Health and Safety, for the use of school premises by outside users or for extended services, subject to governing board and local authority policy.
7. To establish and keep under review an Accessibility Plan.
8. To monitor the impact on teaching and learning of the condition of the school site and buildings.
9. To ensure the security of school premises (in consideration with safeguarding requirements).
10. Additional items which individual governing boards may wish to include.
11. Ensure a policy is in place for Charging and Remissions
12. To ensure that there is a policy in place for premises management documents (see the Federation of Property Societies (FPS's) guidance: Compliance monitoring in council buildings)

Leadership

(* Only if the matter has not been delegated to the Headteacher)

1. *To be responsible for the recruitment of all teaching and non-teaching staff. To devise Job descriptions, personnel specifications, advertisements and arrange and conduct interviews, except:
- in respect of the Headteacher and deputy Headteacher whose recruitment is covered separately by legislation

- in respect of those posts where the Governing Board has delegated the matter to the Headteacher and a named governor acting together.

2. To make recommendations to the Governing Board on staffing levels and management structure.
3. To provide support, guidance and accountability for the Headteacher on all personnel matters.
4. To consider the Headteacher's recommendations on teachers' salaries in line with the school pay policy.
5. To be responsible for the allocation of responsibility allowances and any consultation with staff groups about such matters as they see fit.
6. To review the School Pay Policy and its implementation in line with DFE and local authority regulations and guidelines, refer any financial implications to the Finance Committee, and report back to the Governing Board.
7. To support strategic planning for internal promotions and permanent staffing posts.
8. To receive reports and monitor the decisions delegated to the Headteacher on temporary appointments (in accordance with the local authority's general policy on the employment of schoolteachers on fixed term contracts).
9. To report to the Governing Board on decisions taken by the committee in the exercise of any delegated powers.
10. To ensure that DBS checks are completed satisfactorily.
11. Ensure policies are in place for staff discipline, grievance, capability, and redundancy based on local authority guidance.
12. Ensure that all central record of recruitment and vetting checks are in place
13. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
14. To ensure proper arrangements are in place to consider any appeal against a decision on pay issues
15. To decide matters of early retirement.
16. To meet the Governing Board's responsibilities under the Disability Discrimination Act 1996 especially in the area of employment.
17. To contribute towards the School Development / Improvement Plan regarding staffing and staff development.
18. To monitor the implementation of the School Improvement Plan regarding staffing and staff development.

19. Additional items which individual governing board may wish to include.
20. To ensure that the school has a complaints policy which is reviewed annually