

Christleton Primary School
Finance, Buildings and Staffing Committee
Terms of Reference

Introduction

The Finance, Buildings and Staffing Committee shall work in consultation with the Headteacher to exercise oversight of:

- All matters relating to finance and budgets
- All matters relating to the health and safety
- The upkeep of the school building and fabric of the buildings
- The development of new capital projects
- All staffing matters relating to contracts, pay and absence.

The committee shall take full account of the school's educational priorities as set out in the School Development Plan.

Membership

The Committee shall determine, and review annually at the first meeting of the school year, the terms of reference and membership of the committee

Associate members may be members of the Committee but the majority of committee members shall be governors.

Membership shall include a minimum of three governors and the Headteacher

Quorum for the Committee is 3.

Chairing

The committee shall elect a chair at the first meeting of each school year.

Meetings

The committee shall meet at least once a term and more often if required.

Clerking

The governing body shall appoint a clerk to the committee. This cannot be the Headteacher, but committee members may clerk in the absence of the appointed clerk. The Board of Governors has bought in the clerking service from Edsential for all of its meetings, and Jacqui Critchley is the nominated clerk.

FINANCE

1. Prepare an annual budget which meets the schools' aims and objectives
2. Ensure that the Budget is understood and then confirmed at the Full Governing Body meeting during the Spring Term and submitted to CWAC within the deadline set.
3. Ensure long term financial planning strategy (3 year plan) and advise the Governing Body.
4. Monitor all expenditure and close monitoring of the budget throughout the year to ensure the financial plans are being followed and the schools aims are being supported financially.
5. To advise the Governing Body on the level of authority granted to the Head for day to day management, the Committee, and full Governing Body.
6. Review the level of insurance cover purchased by the school, including the absence insurance scheme for staff.
7. Present termly financial reports to the Governing Body, outlining any areas for concern, with possible solutions.
8. Annually review the School Values and Financial Standards documents, along with the Manual of Internal Financial Procedures and submit to CWAC within the deadline accordingly.
9. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body, and ensure that this is independently audited annually
10. To review annually Charges and Remissions policies and Expenses policies
11. To make ourselves aware of any service agreements.
12. To make decisions on expenditure following recommendations from other committees.
13. To monitor expenditure relating to capital projects.
14. To review the Asset Registry annually

BUILDINGS

1. To advise the Governing Body on all matters relating to its statutory duty with regard to Health and Safety and the environment, including third parties and including compliance with any legislation in relation to buildings, including risk assessments.
2. To advise the Governing Body on the condition, operation, and structure of the buildings; and the condition of the whole school site, including pathways, playing fields, car park and playgrounds. .
3. To advise the Governing Body on matters relating to building modifications and plans for building construction.
4. To prepare a lettings policy for the approval of the governing body and oversee its implementation.
5. To approve the letting of maintenance contracts for all premises work on behalf of the Governing Body.
6. To approve the letting of the site contracts for cleaning and grounds maintenance, also for building repairs and or any new building work, and to advise the Governing Body of their operation and progress.

7. To advise the Governing Body on a building maintenance programme, together with budgets.
8. To advise the Governing Body on matters relating to community use,

STAFFING

1. To draft and keep under review the staffing structure in consultation with the Headteacher
2. To review annually the Pay policy for all categories of staff and to be responsible for its administration.
3. To review annually the membership of the pay appeal panel
4. To oversee the appointment procedure for the Senior Leadership Team.
5. To keep under review staff work/life balance, working conditions and well-being, including absence.
6. To consider any appeal against a decision on pay grading or pay awards – school staff are not permitted to be part of formal appeals.

To ensure that all policies within the remit of the committee, as detailed in the Policy Planner, are reviewed at appropriate intervals.

Date Reviewed _____

Signed by Chair of Committee _____