

## **HARTFORD CHURCH OF ENGLAND HIGH SCHOOL**

### **FINANCE & RESOURCES COMMITTEE**

Membership of the committee will be no fewer than 3 governors, plus the Headteacher.

The quorum for each meeting shall be 3 governors.

The committee is to meet six times per year and otherwise as required, using the terms of reference as a guide to agenda setting.

The committee is to report to each meeting of the Full Governing Body.

The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The committee has delegated power to make its own decisions on behalf of, and without referral to, the Full Governing Body, except where the subject matter requires Full Governing Body consideration by law or in accordance with the school's established scheme of delegation.

### **TERMS OF REFERENCE**

#### **To take the lead on:**

- Ensuring that the school has the appropriate financial, human and physical resources to enable the curriculum to be delivered effectively
- Ensuring that the school's financial resources are utilised in accordance with the relevant financial regulations and the principles of 'Best Value'
- Ensuring that the Terms and Conditions of Employment and other policies and procedures applicable to members of the school's staff are in accordance with relevant legislation, national and county agreements and best practice
- Ensuring that the school premises are fit for purpose, well maintained and compliant with all relevant legislation and guidelines
- Determining the use of school premises outside school sessions and encouraging community use of the school
- All Health & Safety issues except for the wellbeing of the Staff and Students (led by Welfare).

#### **To accept full delegated responsibilities for the discharge of the following duties:**

- Considering and approving the annual budget and capital expenditure plans in the light of the school's development plan
- Monitoring the income and expenditure of all public funds against the agreed budget and approving budget virements and other corrective action as required
- Agreeing the delegated financial authorisation limits for the Headteacher and other employees
- Reviewing and approving the school's Manual of Internal Financial Procedures annually
- Receiving and responding to periodic audit reports of public funds
- Completing the School's Financial Value Standard review annually and ensuring that it is submitted to the Local Authority
- Carrying out a review of Insurance Risks annually
- Monitoring the school's Non-Public funds and ensuring that they are audited annually
- Carrying out a review of the staffing establishment at least once per year in relation to the School Improvement Plan
- Overseeing any formal consultations of personnel matters, including staffing structures, policies and selection for redundancy
- Facilitating the review of the Headteacher's Appraisal annually (**Note : Staff Governors cannot take part in this exercise**) and receiving a report from the Headteacher regarding the appraisal of all other employees

- Monitoring statistical information from the Pay Committee concerning the outcome of pay progression in accordance with the Equality Act
- Monitoring the maintenance, upkeep and security of the premises and grounds, including an annual inspection
- Approving and monitoring of contracts for Capital Projects, in conjunction with officers from the Chester Diocesan Board of Education, ensuring compliance with the regulations concerning building work within the Diocesan Boards of Education Measure 1991.
- Developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers:

| <b>Policy Name</b>                                   | <b>Review Frequency</b> |
|--|-------------------------|
| Absence Management                                   | Every three years       |
| Appraisal  | Every two years         |
| Capability   | Every three years       |
| Code of Conduct                                      | Every three years       |
| Complaints   | Every three years       |
| Confidential Reporting – Whistleblowing              | Every three years       |
| Dignity at Work                                      | Every three years       |
| Grievance  | Every three years       |
| Health and Safety                                    | Annually                |
| Pay  | Annually                |
| Personal Leave                                       | Every three years       |
| Professional Relations                               | Every three years       |
| Recruitment and Selection                            | Every three years       |
| Staff Discipline                                     | Every three years       |
| Staff Expenses<br>(Travel/Subsistence/Meals on Duty) | Every three years       |
| Staff Induction and Training                         | Every three years       |
| Charging and Remission                               | Annually                |
| Governors Allowances for Expenses                    | Every three years       |
| Critical Incidents (response to)                     | Annually                |
| Lettings   | Annually                |