



GOVERNING BODY COMMITTEE TERMS OF REFERENCE

ABBEYFIELD FINANCE & RESOURCES COMMITTEE

Through highly effective, rigorous planning and controls, governors ensure financial stability, including the effective and efficient management of financial resources such as the pupil premium funding. This leads to the excellent deployment of staff and resources to the benefit of all groups of pupils.

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

The quorum for each meeting shall be 4 governors.

The committee is to meet termly (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:

- monitoring and evaluating the budget allocated to the school to achieve value for money
- reviewing staff pay and conditions
- agreeing procedures for staff conduct and discipline
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers
- To manage the school's interest in terms of the PFI contract including WHEP and G4S relationships.

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

- Preparation and presentation of an annual budget to the full governing body for approval
- Agree the level of financial delegation to the Headteacher
- Ensure that the principles of 'best value' are adhered to
- Review, monitor and evaluate the annual maintenance programme alongside PFI arrangements
- Recommend an appropriate staffing structure to the full governing body for approval

- Ensure recruitment, selection and appointment of staff is conducted in accordance with school policy and the Scheme of Delegation
- Secure the effective implementation of staff appraisal procedures
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes

To provide guidance to the full governing body for the following, which cannot be delegated:

- Approval of the annual budget
- Appointment of Headteacher, and Deputy headteacher
- Approval of the staffing structure for the school

Reviewed March 2022