

Angel Road Schools Federation

Finance & Resources Committee

Membership, Quorum and Meetings

- Membership will be a minimum of 5 governors of which 1 will be the Headteacher
- The School Business Manager will act in an advisory capacity to the Committee for finance matters
- A minimum of 3 governor members of the Committee is needed for any meeting to be quorate.
- Meetings will be held at least 4 times a year
- Draft minutes will be circulated with other meeting papers to the next full governing body meeting
- The chair or a delegated governor will present a summary of key decisions and actions to the next full governing body meeting after each committee meeting.
- Any sub-committee may be formed for specific matters as is deemed necessary

Key Areas of Responsibility for this committee

- | | |
|--|------------------------|
| ➤ Budgets | ➤ Staffing Structure |
| ➤ Financial Management (inc SFVS) | ➤ Appointment of staff |
| ➤ Premises (including Health & Safety) | ➤ Rewards & Incentives |
| ➤ Health & Safety | ➤ Equal Opportunities |

Terms of Reference

- An overall responsibility to provide guidance and assistance to the headteacher and the Full Governing Body (FGB) on all matters relating to finance, premises and staffing matters.

Finance

- To ensure compliance with all Local Authority financial regulations and the requirements of the DfE Schools Financial Standard, with reference to 'Keeping your Balance – Standards for Financial Administration in Schools' (Ofsted/Audit Commission)
- To review and update annually the School Financial Value Standard (SFVS) ensuring that any action points are completed.
- In consultation with the headteacher to prepare the first formal budget plan for the financial year
- To ensure reports for Pupil Premium and PE funding are prepared in the agreed format and provided at least quarterly to the full governing body.
- To annually review charges and remissions policies
- To evaluate the impact of specific spending decisions and improvement plans that fall within the remit of the committee using benchmarking data as a tool for this process
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- To consider and make decisions on expenditure proposals from other committees
- To monitor expenditure of all voluntary funds held on behalf of the Governing Body and review the School Fund Audit
- To agree the financial information that is to be included in the school's Annual Report to parents
- To agree the financial information to go on the schools website

Premises

- To ensure that buildings and the learning environment are maintained and fit for purpose
- To monitor health & safety matters and carry out an annual check in line with NCC Health & Safety Policy guidelines.
- To oversee the maintenance of a full asset register for the school sites

Staffing

- To oversee the recruitment and appointment of staff
- In consultation with the headteacher to keep under review the staffing structure .
- To review procedures for staff conduct, discipline and grievance
- To evaluate equality of opportunity ensuring the needs of all staff are met
- To ensure the timely appraisal of the headteacher by an appropriate sub-committee
- To provide governor representation if requested by the headteacher for any hearings or appeals committees that may take place to deal with staff issues

Full delegated powers:

- To prepare an annual federated budget for the schools and present that budget to the full governing body for their approval
- To prepare an annual budget for the Children's Centre and present that budget to the full governing body for their approval
- To prepare financial information to be included in reports to parents and to go on the school website
- To agree the level of financial delegation to be given to the Headteacher and the level of virement between budget headings that can be made without the agreement of the Committee
- To agree the appropriate staffing structure to deliver desired outcomes.
- To set a Charging Policy for the federation
- To agree the staff pay and conditions policy

Policies/Documents to be managed

- Statutory requirement under Education Law
 - Behaviour Policy
 - Capability of staff
 - Charging & Remissions
 - Teachers Pay
 - Teacher Performance Management
- Statutory requirement under other Laws (alphabetical order)
 - Accessibility Plan
 - Admissions
 - Allegations of Staff Abuse
 - Data Protection
 - Health & Safety
- Other Policies/Documents (alphabetical order)
 - Finance Policy
 - Generic staffing policies
 - Lettings
 - Volunteers & Visitors

NB The frequency of updating and the next review date for all these policies can be found in the Policies Rolling Programme summary maintained by the clerk to the governors . This is a governance document separate from any policy planner held by the headteacher.

Members	Type of governor	Date Appointed to Committee
Vicky Gardiner	Co-opted)
Paul Hudson	CO-opted)
Tom Collier	Co-opted) 4 th January 2016
David Elsley	Co-opted)
Helen Burgess	Co-opted)
Chris Read	Headteacher)
Justine Sykes	Adviser (School Business Manager))
Chair of Committee	Vicky Gardiner	Clerk to the Committee Ruth Foster
Committee Established	25th September 2015 (refer Autumn 1 FGB minutes)	
Terms of Reference agreed	4th January 2016	To be reviewed September 2016