

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 half-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:

- 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

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

Approved by the Full Governing Body on 17th October 2017

- 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:

Policy Name	Review Frequency
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
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 (Travel/Subsistance/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