



Little Paxton Primary School

R&F Terms of Reference

The governing body can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full governing body shall agree the level of delegation to this committee.

Membership

The **governing body** shall determine and review annually at the first meeting of the school year, the establishment, terms of reference, constitution and membership of the committee. Other members of the governing body may attend the Resources and Finance Committee meetings but will not have voting rights. Associate members may be members of the committee, but the majority of committee members shall be governors. Associate members may give advice and have voting rights in this committee and in accordance with any restrictions placed upon them by the governing body.

Membership shall include:

A minimum of five Governors including the Headteacher

Associate members as appropriate

Chairing

The Chair and Vice Chair of the committee will be appointed by the full governing body.

Attendance

Members of the committee, the headteacher, and the clerk to the committee have a right to attend committee meetings. The governing body or committee may allow other persons to attend as observers.

Quorum

The quorum for committee meetings shall be determined by the committee but must be at least four **governors** who are members of the committee. *(The committee shall not meet without the headteacher or the deputy head and the Chair or Vice Chair of the committee being present).*

Meetings

The committee shall meet at least **4 times per year** and more often if required. **Dates for meetings will be set before the beginning of each school year as part of the annual cycle of full governing body and committee meetings.**

Clerking

The committee will be clerked by the Camclerk.



Little Paxton Primary School

R&F Terms of Reference

Finance

Powers of Recommendation

The committee shall recommend to the Governing Body a summarised annual income and expenditure budget and the annual report & accounts.

Powers of Approval

The committee shall have approval over the detailed annual income and expenditure budget, lettings charges and shall monitor income and expenditure against budget. The Committee shall also approve outside contracts that exceed a value of £5000.

Power of Delegation

The committee may delegate day to day financial matters to the Head and the School Business Manager.

The Committee will:

- Ensure the school adheres to the local authority's conditions of the 'Scheme for Financing Schools.'
- Oversee the longer-term strategic planning of the school's finances.
- Oversee the preparation of the annual budget plan and ensure it links to the School Improvement Plan priorities agreed by the governing body.
- Recommend the final budget for approval to the full governing body.
- Notify the approved budget to the local authority by the agreed deadline.
- Agree the level of delegation to the headteacher for the day-to-day financial management of the school.
- Monitor expenditure and ensure corrective action is taken where necessary.
- Evaluate spending to ensure value for money in raising standards of education.
- Monitor income and expenditure of all public funds according to an agreed timescale.
- Approve transfer between budget headings within agreed limits (£5,000) i.e. virements



Little Paxton Primary School

R&F Terms of Reference

- Ensure accurate accounts are kept.
- Ensure key financial decisions are properly recorded.
- Authorise signatories for the school bank account.
- Establish procedures for governors to claim expenses.
- Ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection.
- Review and approve the school's charging and remissions policy.
- Make decisions in respect of service agreements and contracts.
- Determine in each school year the sum of monies available for expenditure on salaries. If appropriate, to liaise closely with the relevant working group to ensure appropriate levels of finance are available to ensure that teachers are properly rewarded within the structure established by the Schoolteachers' Pay and Conditions Document. This includes liaison over the staff complement and the results of any recommendations resulting from the Performance Management Review.
- Ensure the school meets the relevant statutory requirements for Financial Regulations in Schools.
- Ensure cash in school is held securely.
- Ensure that appropriate financial regulations, including write-offs, are followed carefully within the school and that any recommendations from an Audit Report are fully implemented.



Little Paxton Primary School

R&F Terms of Reference

Premises and Community

The Committee will:

- Provide support and guidance for the headteacher in all matters relating to the school premises and grounds, security and health and safety.
- The headteacher will review the Asset Management Plan and develop a rolling programme of repairs and maintenance and update governors on the costs and arrangements for maintenance, repairs and redecoration with the Capital spending budget allocation.
- Draw up, and keep under review, an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 2005.
- Recommend to the full governing body proposals for the delegation of authority to the headteacher to take action on minor items or repair and maintenance work subject to a financial limit of £5000.
- Agree procedures to be followed for carrying out emergency work and to make recommendations about delegation to the headteacher for taking appropriate action on behalf of the governing body in the event of an emergency.
- Monitor the work of the School's nominated Property Maintenance Company, or other named contractor, in the preparation and implementation of contracts and to monitor and review arrangements for cleaning, grounds maintenance and school meals in line with the financial procedures agreed by the governing body.
- Ensure that the school complies with health and safety regulations and to regularly review the health and safety policy.
- Prepare a lettings and charges policy to be approved by the full governing body.
- Ensure that governors' responsibilities are discharged regarding litter and refuse under the Environmental Protection Act 1990.
- Liaise with the LA about any matters concerning the school premises and grounds.
- Attend or commission appropriate governor training.
- Report to the full governing body at each of its meetings.



Little Paxton Primary School

R&F Terms of Reference

Personnel

The Committee will:

- Monitor progress on the relevant key issues for action post-OFSTED and/or relevant priorities in the School Improvement Plan.
- Review the staffing structure at least annually and when vacancies occur.
- Agree procedures for the appointment of school staff, in line with current School Staffing Regulations.
- Ensure that every member of staff has a job description, which is reviewed annually, and that job descriptions are reviewed when vacancies occur.
- Monitor and review all staffing policies and procedures.
- Ensure that the governing body appoints at least three governors to conduct the Performance Review of the Headteacher.
- Ensure, via reports from the Headteacher and Chair of Governors that the Performance Management policy is implemented throughout the school, and that all staff are included in the system of performance review.
- Agree procedures for hearing staff grievances.
- Agree written procedures for appeals against dismissal from school staff, in line with current School Staffing Regulations.
- Attend or commission appropriate governor training.
- Report to the full governing body at each of its meetings.

The above Terms of Reference are due to be reviewed in September 2024