



FINANCE, PAY AND RESOURCES COMMITTEE

Constitution & Terms of Reference

Membership:

The Committee shall consist of a minimum of 3 governors plus the headteacher or member of staff nominated by the Headteacher.

The Bursar has the right to attend finance committee meetings to bring reports and advise the governors.

The Committee will elect a Chair from amongst its number on an annual basis. In the absence of a chair it is expected that another member of the committee will take the lead.

A quorum for this Committee shall be THREE members.

Meetings:

The Committee will meet as required during the year.

The Clerk to the Governors shall take the minutes and write them up. If the Clerk is not available then the Governors will elect a clerk. The minutes shall be submitted to the Headteacher and the Chair of the Committee within one week, for circulation as appropriate.

Review of Constitution & Terms of Reference:

Annually – Autumn Term

Areas of Responsibility

- Finance/Budget
- Premises
- Health and Safety

Finance/Budget

- To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
- To consider and recommend the annual budget to the Governing Body, which is targeted at delivering the School Development Plan.
- To consider the impact of pupil number forecasts on the school's future funding.
- To monitor the income and expenditure of all official funds (reported to FGB under our structure)
- To ensure compliance with the council's financial regulations and financial procedures.

- To consider recommendations from other committees, which have financial implications and to provide advice to the Governing Body accordingly (operate a flat governor structure)
- To evaluate the effectiveness of financial decisions.
- To ensure the adequacy of the internal financial control framework within the school and to appraise any proposed changes to financial systems, procedures and limits of delegated authority on behalf of the Governing Body.
- To ensure that the same high standards of stewardship afforded to the official funds are applied in relation to the school's unofficial funds.
- To receive and appraise, on behalf of the Governing Body, the Unofficial Fund year end accounts and Auditor's certificate.
- To review annually the school's charging policy and the adequacy of the school's insurance and make recommendations to the Governing Body accordingly.
- To monitor all financial information provided by the Local Authority and to report, as appropriate, to the Governing Body.
- To consider all spending plans and to advise the Governing Body.
- To agree the level of delegation to the Headteacher of day to day financial management of the school.
- To ensure that the requirement for non-public funds to be audited is carried out annually.
- To draft a whole school pay policy for the approval of the Governing Body and apply the approved policy.
- To apply the whole school pay policy
- To determine the use of the school premises outside school sessions, including advice to the Governing Body on the charging policy (setting charge cannot be delegated to a Committee by law).
- To review the salary of the Headteacher annually.
- To assess teachers' salaries annually as required by the Pay and Conditions Document and make arrangements to inform staff of the outcome.

Premises

While delegating day to day management of the premises to the Headteacher and Bursar; the committee will nevertheless ensure that at all times the grounds and environment form a positive, attractive, safe and clean environment for all users.

The Bursar will have day to day management responsibility for preparing budget forecasts for administering expenditure in accordance with the budget and for presenting reviews to the committee. The committee will report as required and make recommendations to the Governing Body on:

- future building programs
- the premises development plan
- the ICT development plan
- the Asset Management Plan

The committee will oversee and advise on other uses of the premises. These fall into 3 categories:

- Extended school provision –*Pre-school / After School*
- Community use
- Income generation

Health and Safety

The committee will receive a Health and Safety report at each of its meetings. Serious accidents will be reported to the committee.

Approved by the governing body: October 2023

Next review date: September 2024