

# **TERMS OF REFERENCE FOR THE FINANCE, STAFFING, HEALTH AND SAFETY COMMITTEE**

## **Membership**

1. The Committee shall consist of no fewer than three members of the Governing Body. The Headteacher is ex-officio and a member of the Committee.
2. The Committee will elect a Chairman from within its membership
3. Non-voting participants may be invited to meetings by the Committee.
4. The Committee may have co-opted, non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.
5. The membership of the Committee shall be reviewed and determined annually by the Governing Body.

## **Quorum**

The quorum shall be no fewer than three members, including the Headteacher, but excluding any co-opted non-voting members.

## **Meetings**

The Chairman shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented to the next meeting of the Governing Body.

The Committee shall meet at least once a term and otherwise as required.

## **Responsibilities**

1. To ensure proper, safe and effective use of the school's financial resources.
2. To provide guidance and assistance to the Headteacher and the Governing Body on all finance, staffing and health and safety related matters
3. To review and approve internal financial regulations for the financial management of the school taking account of guidance issued by the Authority.
4. To review and approve internal regulations for the staffing and safe management of school including accident reports and statistics
5. To approve virements between budget headings where the value is in excess of the sum delegated to the Headteacher under the school's Internal Financial Regulations.
6. To consider budget plans presented by the Headteacher and to make recommendations for a balanced, well informed and sustainable budget to the Governing Body for approval (with an agreed and timed plan for eliminating any deficit in accordance with the Scheme for Financing Schools).

7. To monitor income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including Pupil Premium and where necessary, make recommendations to the governing body.
8. To establish and regularly monitor a three-year financial plan using the latest available information as required in SFVS.
9. To consider unofficial funds information provided by the Headteacher including
  - Details of the unofficial funds which are in existence or have existed during the year, indicating the general purpose of each fund
  - As soon as possible after the end of the accounting year a summary of the accounts of each unofficial fund signed by the Headteacher and the auditor appointed by the Governing Body
  - Confirmation that the Headteacher has submitted the unofficial school funds information to the Authority in the required format
10. To access, review and monitor Service Level Agreements (SLA) and to make decisions in respect of SLAs
11. Approve, monitor and review all policies on behalf of the Governing Body
12. To contribute to the school Development Plan including consideration of the longer-term resource requirements of the school.
13. To consider the appropriate level of reserves and balances taking account of guidance produced by the Authority.
14. To consider audit reports and other relevant reports and make recommendations to the Governing Body.
15. To consider appropriate arrangements to meet the Schools Financial Value Standard (SFVS).
16. To consider and advise on any financial matter referred to it by the governing body.
17. To respond, on behalf of the Governing Body, to any consultations relating to the Scheme of Delegation or the Funding of Schools.
18. To strategically develop and monitor an ongoing safety culture within school ensuring effective communication of health and safety issues to all concerned