



FST Primary Schools Federation Governing Board

Finance and Resources Committee - Terms of Reference (2023/24)



Love, Learn and Grow Together

At Foston CE and Terrington CE (VA) Schools, our commitment to exploring sustainability, affirming diversity, embracing community, and inspiring creativity. Our core Fruit of the Spirit values of love, joy, patience, and self-control are rooted in the words of St Paul (Galatians 5 v 22-23). These Christian values are fostered in the pupils and staff, building an ethos where all can flourish.

At Stillington Community Primary School our commitment to exploring sustainability, affirming diversity, embracing community, and inspiring creativity is rooted in the core values of love, joy, patience, and self-control. These core values are fostered in the pupils and staff, building an ethos where all can flourish.

Agreed by FST Governing Board: 2 October 2023

Next review: Sept 2024

MEMBERSHIP

- Not less than 4 Governors including the Headteacher
- Associate Members are eligible for this committee but may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff or pupil.
- Associate members cannot vote on any decision concerning the budget and financial commitments of the governing body.
- The Committee will elect a Chair - In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

QUORUM

- Three Governors who are members of the committee

MEETINGS

- At least termly
- Clerked by NYES Clerk - In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the committee chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.
- Virtual or Hybrid meetings can be held with the prior agreement of the Chair.

TERMS OF REFERENCE

The Finance and Resources Committee shall consider and act on behalf of the Governing Body and where necessary, make recommendations to the Governing Body with respect to the following areas:

- Finance
- Health & Safety
- Premises
- Data Protection

The Finance and Resources Committee shall consider the Federation's vision and values, safeguarding and equalities implications when undertaking all committee functions.

FINANCE:

The committee has responsibility delegated by the governing board to:

1. ensure and assure sound management of the school's financial responsibilities by regularly monitoring, evaluating and challenging the school's financial performance
2. establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body
3. approve expenditure and virements of sums over £3,000. Sums below this amount are delegated to the headteacher
4. review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans
5. maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities
6. present an annual budget to the full governing board for approval
7. monitor actual income and expenditure at least once a term against the approved budget
8. benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
9. ensure that sufficient funds are allocated for staff pay increments
10. report back to each meeting of the full governing board, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
11. ensure that regular (at least annual) financial self-evaluation is undertaken, including reviewing the Schools Financial Value Standard (SFVS) and recommending it to the board for approval. The Chair of the Resources Committee will sign off the SFVS before submission by the School Business Manager (SBM)
12. monitor and assure the school undertake actions identified as part of the SFVS process
13. the Chair of the Resources Committee will sign off the Annual Related Party Transactions (RPTs) Report appended to the SFVS
14. regularly review the school's policy on its level of balances and make recommendations, as appropriate, to the Governing Body
15. monitor, and ensure Local Authority Financial procedures are complied with, including compliance with the Additional Local Authority Financial Control Requirements placed on Stillington School
16. ensure and assure that the school respond to any recommendations from the Local Authority in respect of policy changes, audit, licence deficit etc.
17. regularly review the potential operational and financial impact of merging the F&T and Stillington Budget in relation to proposed LA additional conditions, and report to the board
18. review the school's contract schedule and oversee the school's tender process. This includes ensuring that the committee evaluates the quality, cost and impact of services before contracts are renewed to ensure it achieves best value for money when acquiring goods and services

19. consider the priorities for use of the Devolved Capital Funding made available to the school and to make recommendations to the Governing Body, assuring that the funding rules are observed
20. consider the annual insurance requirements and make recommendations to the Governing Body
21. determine the school's Charging and Remissions Policy at least annually. (Including Wrap Around Care, activity clubs, swimming lessons, school dinners and residential visits)
22. monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes, and annual reports are shared on the school website.
23. ensure annual scrutiny of FOSS (Friends of Stillington School); FOTS (Friends of Terrington School), and PAFFS (Parents and Friends of Foston School) Accounts
24. ensure annual scrutiny of, and consider any proposals for expenditure from Mrs Worsley's Bequest (Terrington) and make recommendations to the Governing Body, assuring that the funding rules are observed

PREMISES:

The committee has responsibility delegated by the governing board to:

25. provide support and guidance for the Head teacher on all matters relating to the school premises
26. ensure the school has effective and appropriate risk assessments in place that are regularly reviewed and communicated
27. ensure that recommendations from risk assessments and health and safety adviser visits are reviewed and actions are completed in a timely manner
28. ensure the school premises are inspected annually, the committee receives a Condition Report and considers the proposed order of priorities for maintenance, improvement and development
29. approve the costs and arrangements for maintenance, repairs and redecoration, within the allocated budget and to oversee the preparation and implementation of building contracts
30. prepare and maintain, in conjunction with the Head teacher, an Asset Management Plan for the school
31. ensure that there are two yearly checks of stock and inventory records, and authorise the write off of any individual stock and inventory items. All such write-offs must be in accordance with the NYCC Procedures and Rules
32. prepare, monitor and review an Accessibility Plan, which will meet the requirements of the Disability Discrimination Act 1995, and the Special Educational Needs and Disability Act 2001
33. agree procedures to be followed for carrying out emergency work and to make recommendations to the Governing Body about delegation to the Head teacher for taking appropriate action on behalf of the Governing Body in the event of an emergency

34. be aware of the specific responsibilities of Governors and the LA in relation to premises and ensure that the LA is informed of any matters for which it has responsibility. Also, to monitor these issues and take appropriate action where necessary
35. regularly monitor the school's security measures and implement appropriate action when necessary
36. liaise and consult with the NYCC's Corporate Property Landlord Unit and approved maintenance contractors, as appropriate
37. discharge the responsibilities of the Governing Body regarding litter and refuse under the Environmental Protection Act 1990
38. prepare, adopt, implement and review, a plan for the reduction, re-use, refurbishment or recycling of waste
39. To ensure adequate consideration is given to energy and monitor and record energy and utility bills to support sustainability and water conservation for the whole building's lifespan

HEALTH AND SAFETY:

The committee has responsibility delegated by the governing board to:

40. consider the local authority's health and safety policies and guidance, and to prepare a school health and safety policy, for consideration by the governing body
41. ensure that risk assessments are carried out and implemented
42. monitor the health and safety training that staff and governors undertake
43. review, adopt and monitor all policies delegated by the board
44. receive an annual health and safety audit report and monitor any arising actions
45. ensure there are periodic recorded inspections of buildings, plant, materials and equipment, and report to the Governing Board at least annually, to ensure that the premises are safe and do not put the health of persons at risk whilst they are on the premises
46. monitor the effectiveness of the school's health and safety arrangements and performance
47. review any health and safety reports from the head teacher and the health and safety adviser and ensure recommendations are completed in a timely manner
48. receive a termly report on accidents and near misses
49. ensure that staff and governors receive appropriate training (health and safety)
50. ensure there is a termly walk round/ inspection and the committee receive a report for review
51. ensure that a process is in place to approve educational visits, and risk assessments are in place
52. ensure that the school has access to competent persons to assist with their health & safety measures

DATA PROTECTION:

The committee has responsibility delegated by the governing board to:

53. ensure the school has an appropriate Data Protection Officer (DPO)
54. ensure the school is registered with the Information Commissioner's Office
55. establish a data protection policy and review it at least every two years
56. receive and review DPO's Annual Information Governance Compliance Review
57. regularly monitor the school's Data protection and Information Governance measures
58. receive termly report from the SPOC/SIRO in relation to information requests and data breaches

POLICIES:

The committee has responsibility delegated by the governing board to review/approve:

- Charging and Remissions Policy
- GDPR/Data Protection (Veritau) Policies
- Premises Management Documents
- Accessibility Plan
- Educational Visits and Local Area Visits Policy
- Lone Working Policy
- Business Continuity Plan
- Emergency Response Policy
- Allergens Policy
- Allergy Awareness Policy

The committee has responsibility delegated by the governing board to review and recommend to FGB:

- Pay Policy
- Health and Safety Policy
- 1st Aid in Schools Policy
- Medical (inc. Managing medicines) Policy