

## APPENDIX A2

### Alpington & Bergh Apton CE VA Primary School

#### RESOURCES - Finance, Premises, Personnel, Health and Safety Sub-Committee,

#### Pay Sub-Committee

#### Terms of Reference

##### Re Finance

1. A minimum of three full governors must attend each meeting in order to be Quorate.
2. To draft, in consultation with the Headteacher and the SIDP, the school's annual budget for presentation to the governing body for approval.
3. To ensure that the School Improvement and Development Plan is properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes.
4. To prepare financial forecasts for up to three years in advance on the basis of known and planned income and expenditure.
5. To ensure that the school operates within the Financial Regulations of the County Council.
6. To ensure accurate accounts are kept.
7. To monitor the recommend authorisation level of the Headteacher set at £1,000 for any single item.
8. In consultation with the Headteacher to deal with miscellaneous financial decisions including the write-off of debts up to £1000 without referring back to the fully governing body.
9. To consider a budget position statement, including virements decisions, at least termly and to report significant anomalies from the anticipated position to the Governing Body.
10. To ensure that the school operates within the Financial Regulations of the County Council and in accordance with SFVS (Schools Financial Value Standard).
11. To review policies and practices deemed appropriate for this committee.
12. To make decisions in respect of bought in Service Agreements.
13. To receive and respond to reports from Auditors.
14. To report to the fully governing body at each of its meetings.
15. To ensure that committee members undertake appropriate training.
16. To receive and review the monthly Budget Control Report (BC) commitment against the budget update and report any variances to the full governing body.
17. To approve arrangements for all major expenditure.
18. To monitor the spend on SEND provision and Pupil Premium to ensure expenditure is correct and adequately reflected on website.
19. To monitor, evaluate and review the following policies (original policies together with schedule of review dates are held in the school office in the file "Statutory Policies":
  - a. Capability of Staff
  - b. Charging and Remissions
  - c. Teacher Appraisals
  - d. Teacher Pay
  - e. Data Protection
  - f. Health and Safety and Premises Management
  - g. Admissions
  - h. Central Record of Recruitment and Vetting
  - i. Complaints Procedure

- j. Freedom of Information
  - k. Single Equality Plan
  - l. Staff Discipline. Conduct and Grievance
  - m. Procedures for dealing with allegation of abuse against staff
20. To monitor the expenditure of voluntary funds kept on behalf of the governing body and provide an annual report to the Governing Body.
  21. To recommend to the governing body a plan for capital expenditure and to implement the plan after approval by the full Governing Body; to monitor expenditure against plan.

### **Re Premises**

1. A minimum of three full governors must attend each meeting in order to be Quorate.
2. To recommend to the governing body a Premises Development Plan encompassing redecoration, refurbishment and planned maintenance of the school and to implement the plan after approval by the full Governing Body.
3. To oversee arrangements for the use of school premises by outside users subject to Governing Body policy.
4. To be aware of and agree the Asset Management Plan for the school as prepared by Norfolk Property Services .

### **Re Health and Safety**

1. A minimum of three full governors must attend each meeting in order to be Quorate.
2. To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
3. To be aware that Health and Safety, Building Inspections and risk assessments are carried out in the prescribed manner and timing. To monitor the Defects Book.

### **Re Personnel**

1. A minimum of three full governors must attend each meeting in order to be Quorate.
2. To draft the staffing structure after consultation with the Headteacher and the Finance Committee.
3. To ensure a group of two governors make recommendations to the governing body in respect of the annual performance review of the Headteacher.
4. In consultation with the Headteacher, to make recommendations to the governing body in respect of the annual performance review of other staff.
5. To oversee the appointment procedure for all staff.
6. To review staff professional development.
7. To oversee the implementation of the school's Performance Management Policy.
8. To oversee the process leading to staff reductions.
9. To monitor staff absence.
10. To monitor governor training.
11. To make decisions on the ending of suspension of members of staff, except the Headteacher.
12. Disqualification – Any relevant person employed to work in the school other than as the Headteacher when the subject for consideration is the pay or performance appraisal of any person employed to work at the school. The Headteacher when the subject for consideration is his/her own pay or performance appraisal.

## Re Pay

1. To consider staff salary increases recommended by the Headteacher.
2. Where this committee has been deemed to be the Pay Committee, to review the headteacher's salary, taking account of the Headteacher's Performance Review Group's recommendations.

Members Pay Committee: Andrea Finegan – Chair and Clerk, Michael Hibbin and Jools Wells

Appeals – James Debbage and Aaron Widdows

Resources Members at September 2014:

Aaron Widdows

Teresa Osborne

James Debbage

Michael Hibbin

Jools Wells

Andrea Finegan

Michael Stowers

Invited when appropriate:

Jeremy Petch – Caretaker

Karen Reeman – Administrator