



All Saints Church of England Primary School

Tel: 01530 832608 Fax: 01530 813675
Website: www.allsaints-coalville.leics.sch.uk
Email: office@allsaints-coalville.leics.sch.uk

Chair of Governors: Gavin Brown
Headteacher: Andy Mawdsley
Deputy Headteacher: Tom Coleman

Finance & Resources Committee: Terms of Reference

Membership

- The governing body must determine the constitution, membership and terms of reference of any committee they decide to establish and review them annually
- The quorum for any meeting of the Finance committee must be not less than three governors who are members of the committee, of which, one should be the Headteacher
- A chair and vice-chair must be appointed annually to the Finance Committee by the governing body or elected by the committee, as determined by the governing body
- The governing body may remove the chair and/or vice chair to any committee from office at any time
- Associates including the Financial Advisor and Business Manager may be invited to join as requested by the Finance Committee

Meetings

- At least termly unless stated otherwise by the Full Governing Body
- A clerk is required for each meeting, if no permanent clerk is available, a member of the committee will be nominated

Responsibilities

The following responsibilities have been delegated to this committee:

Finance and Resources

- Deliver 1 of the core 3 functions of governance – “Overseeing the financial performance of the organisation and making sure its money is well spent”
- To provide guidance and assistance to the Head and governing body in all matters relating to budget and finance within an agreed framework
- To determine and review financial systems and procedures, in line with prevailing regulations and to review and recommend the Finance Policy to the Governing Board annually
- To consider the budgetary implications of the annual School Improvement Plan
- To oversee arrangements for obtaining quotations and inviting tenders in line with regulations
- To ensure annual audits are carried out and results reported to Full Governors
- To review policy documents relating to Financial Regulations, Lettings, Charging and Best Value
- To ensure insurance arrangements are appropriate and sufficient
- To be aware of funding opportunities and how these can be accessed





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- To authorise all write-offs and disposals of surplus stock and equipment in accordance with regulations and annual inventory check

Risk Management

- To create and maintain a Risk Register comprising all the key risks the school is subject to and the measures taken to ameliorate these risks
- At each meeting to monitor and re-evaluate the register, updating it so it is always current

Premises and Grounds

- To monitor conditions of school premises and grounds, reporting to Full Governors with proposals for repairs, maintenance and decoration in line with agreed financial allocations
- To work with the Head and others to develop a long term plan for improving facilities and premises for all school users
- To agree the budget on behalf of the full Governing Board
- To make decisions on pay progression for all teachers in the school on behalf of the Governing Board.

Health & Safety

- Monitor and oversee the Headteacher's role in ensuring that operational health & safety is carried out effectively
- Make sure the health & safety policy is up to date, complies with legislation, meets best practice and reflects the school's circumstances
- Ensure a Health and Safety audit is carried out once a year
- Check the school's record of accidents and near misses to look for any patterns which could cause concern
- Make sure accidents are investigated and steps are taken to avoid them happening again
- Make sure the school has an emergency plan
- Make sure that names and work locations of first aiders and first aid boxes are displayed through the school
- Make sure all appropriate health and safety checks are carried out (for example, fire alarm tests)
- Report back to the Governing Board about health and safety issues and developments

Accountability

- To report to Full Governors where necessary to ratify all decisions made in this committee

