

Finance and Resources Committee

Terms of Reference

1. General Points

- The main focus of the Finance and Resources Committee (FRC) shall be on helping the Executive Headteacher to make the best use of each schools' material and human resources to promote the best educational outcomes for children.
- The FRC brings together and considers the whole range of financial, material and logistical issues which have an impact on pupils' learning and wellbeing.
- Governors will follow procedures set out in the internal financial procedures.

2. Membership

The Governing Body shall decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must be passed annually by the Full Governing Body and must be minuted.

- Where the Executive Headteacher is a governor, they will be a member of the FRC.
- Where the Executive Headteacher is not a governor, they will have the right to attend meetings of the FRC.
- The FRC shall elect a Chair from among its number at the first meeting of each academic year. The Chair shall hold office for one academic year, renewable at the discretion of the FRC.

3. The Clerk to the Committee

The Governing Body shall appoint a clerk to the FRC. The clerk may be a governor but may not be the Executive Headteacher of the Federation. The Governing Body shall decide whether or not the clerk shall be a member of the FRC. The Governing Body may, if it chooses, appoint a trained paid clerk or a volunteer as clerk to the FRC.

(The current clerk to the F&R is Mrs Anna Biard)

4. Quorum

The quorum for any meeting of the FRC shall be three (3) member Governors. In the event of a) a meeting being inquorate, or b) the Executive Headteacher being unable to attend (whether or not the Executive Headteacher is a governor), those present may discuss items on the agenda but no vote(s) shall be taken at the meeting.

Any member of the Governing Body may attend meetings of the FRC and may contribute to discussion, but may not vote on any item put to the committee.

5. Meetings

The FRC shall meet at least once a term. The clerk must give at least one week's notice of the agenda.

The clerk will be responsible for calling meetings, preparing the agenda and producing and publishing minutes.

6. Functions

The main function of the FRC is to advise and work with the Executive Headteacher, and to inform and advise the full Governing Body, in order to promote the best educational outcomes for all children within the Federation. The FRC's decisions must be led by the priorities identified with the Federation's improvement planning or any Raising Achievement Plan (RAP).

The FRC's functions are:

a) Finance

1. In consultation with the Executive Headteacher, to draft the first formal budget plan of the financial year to deliver the priorities in the Federation's improvement planning (for example the RAP)
2. Alongside the Standards & Improvements Committee, to review the allocation of any targeted funding, such as pupil premium, and to monitor its impact on pupil learning and wellbeing, and to ensure that this is reported annually on the Federation website.
3. To consider a budget position statement, at least termly and to report significant anomalies to the governing body.
4. To complete the annual School Financial Value Statement, which should be signed by the Chair and submitted to the local authority..
5. For the day to day financial management of the Federation, the Executive Headteacher will have delegated powers to authorise non-budgeted expenditure not in excess of £5k.
6. The FRC will have delegated powers to authorise non-budgeted expenditure in excess of £5k.
7. Expenditure in excess of £30k will require a full tendering process and will be referred to the Full Governing Body.
8. The school will seek countersignature or approval from CCC's School Finance Team for any contracts, goods or services for a value to £60k or above in any one year.
9. A purchase or contract with a value of £100k or above requires consultation with CCC's procurement team to assist with the tendering process.
10. To report all significant variances to the full Governing Body.
11. To have an overview of the Federation's income and expenditure, including lettings
12. To ensure that the Federation operates within the financial regulations of the local authority.
13. To compare each school's spending to that of other similar schools, using benchmarking information.
14. To review charges and remissions policies, and expenses policies, on an annual basis
15. To make decisions in respect of service agreements.

b) Personnel

1. To review the staffing structure in consultation with the Executive Headteacher, so it is effective in delivering the priorities in the School Development Plan and RAP and in improving the learning of all pupils
2. To review the Pay Policy and Performance Management Policy for all categories of staff and to be responsible for their administration and review
3. To oversee the appointment procedure and the operation of safer recruitment for all staff
4. To review all personnel policies, such as performance management, grievance, induction, etc.
5. To oversee the process leading to staff reductions
6. To keep under review staff work-life balance, working conditions and well-being, including the monitoring of staff absence

c) Buildings and Estate

1. To advise the Governing Body on priorities, including health and safety, for the maintenance and development of both schools' premises, so they provide a good learning environment to deliver the priorities in the RAP
2. To ensure arrangements are in place for repairs and maintenance
3. In consultation with the Executive Headteacher, to oversee premises-related funding bids
4. To oversee arrangements, including those for health and safety and subject to Governing Body policies, for the use of the Federation's premises by outside users
5. To ensure that building development supports the Federation's priorities, as detailed in each school's RAP
6. To establish an accessibility plan and keep it under review
7. To ensure all statutory information relating to resources, including the accessibility plan and arrangements for meeting the needs of children with SEN, are published on the Federation's websites

d) General

1. Any other roles or duties as the FRC or the Governing Body may from time to time decide to entrust to it
2. Governors need to follow the purchasing procedures when approving expenditure.