

# **KINGSGATE PRIMARY SCHOOL**



## **RESOURCES & FINANCE COMMITTEE**

### **TERMS OF REFERENCE**

Terms of Reference agreed by the Governing Body on 9<sup>th</sup> September 2018

The terms of reference will be agreed annually by the governing body.

# Kingsgate Primary School

## Resources and Finance Committee

### Membership

The Committee will comprise five members.  
The following members have been appointed for 2018-19.

Role	Name
Chair (Governor)	Ian Whittaker
Vice chair (Governor)	Aude Marie Auphan
Committee Member (HT)	Liz Hayward
Committee Member (SBM)	Shelley Dunbar
Committee Member (Chair of governors)	Ian Palmer

### Quorum

The quorum for meetings of the Committee is at least three governors, including at least two governors who are not staff members.

### Clerking

Graham Watson (Camden)

### Chair

The Chair will be appointed by the Governing Body.

### Meetings

The Committee will meet three times per year (once a term), with additional meetings as necessary

### Role and responsibilities

1. To receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation of the school and enable the governing body to fulfil its strategic role.
2. To report to or make recommendations to the full governing body.
3. To review school policies where needed, having regard to changes in legislation and any guidance issued by the Secretary of State, and to approve amendments, report to, or make recommendations to the full governing body as appropriate.
4. To consider recommendations from relevant external reviews for example audit, Ofsted or local authority reviews, to agree the actions needed to address any issues identified and to monitor and evaluate regularly the implementation of any plan agreed, reporting or making recommendations to the full governing body.
5. To monitor the school's safeguarding procedures as they relate to the Committee's specific area of responsibility, and to ensure that any shortcomings are identified and addressed.
6. To take appropriate action on any other relevant matter referred by the governing body.

### Specific

The Committee will oversee

1. the school's finances, ensuring that the school operates within the financial regulations

- of the local authority, school finance policy and procurement code and complies with any DfE and SFVS requirements, responding to any issues arising from the audit of the school's accounts or SFVS review and ensuring solvency, probity and value for money;
2. the allocation of funds within the school, ensuring that value for money is achieved, including in the use of the Pupil Premium and Sports Premium;
  3. the maintenance and development of the school site and premises;
  4. the implementation of staffing policies and procedures, ensuring that all principles of good and fair employment practice are adhered to, that staff and trade unions are consulted as appropriate and all legal requirements fulfilled

In particular, the committee will:

### **Finance**

1. keep under review the school's financial procedures and controls including the scheme of delegation in financial matters and the level of delegation to the headteacher for the day-to-day financial management of the school;
2. receive a budget monitoring report at least termly, showing budget, actual to date, predicted future income and expenditure, ensure that any appropriate action is taken and report to the full Governing Body on the current position;
3. agree medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and make recommendations to the governing body
4. present to the governing body for ratification an annual budget reflecting school priorities;
5. monitor the use and impact of the school's pupil and sports premium allocations in overcoming barriers to learning and pupil progress;
6. undertake financial benchmarking against other similar schools
7. review the SFVS annually and ensure that any actions required are taken in response to any identified shortfalls;
8. recommend the revised SFVS to the Governing Body for approval;
9. establish and keep under review procedures and policies for governors to claim expenses

The Committee has the following delegations in relation to Finance, Procurement and Audit

### **Finance**

1. Agree to write-off debts over £100 and under **£1000**;
2. Agree to the disposal of non-capital assets valued at over £1000 and under **£100,000**;
3. Agree expenditure of between **£25,000 and £100,000**
4. Agree virements (transfers between budget headings/cost centres) of between **£25,000 and £100,000**

### **Procurement**

1. agree the award of contracts for service whose value exceeds £25,000, and keep under review the effectiveness and value for money of all contracts;
2. review tenders for any contract with a value exceeding **£25,000** and agreed the award of the contract
3. agree the list of contractors invited to tender for contracts whose value exceeds £25,000 and less than

### **Audit**

1. ensure that appropriate records of Voluntary and Private Funds are kept and independently audited annually;
2. monitor the implementation of audit recommendations;

#### **Premises, health and safety**

1. draw up medium and long term plans relating to the repair, maintenance and development of premises and recommend action to the governing body;
2. monitor capital projects;
3. agree the lettings and charges policy for the use of school premises;
4. keep the health and safety and emergency procedures and policies and keep these under review, ensuring that necessary checks and assessments are carried out and prioritised for action;
5. lead on the Governing Body's role in relation to premises management and compliance with statutory requirements.

#### **Staffing**

1. review the staffing establishment and structure (teaching and non-teaching) at least annually in relation to the budget and the school's priorities
2. review appropriate staffing policies and procedures - to include grievance, discipline, redundancy, capability, sickness absence and pay - ensuring that these meet the provisions of the School Teachers' Pay and Conditions Document and relevant professional standards and that staff are consulted and informed appropriately
3. review the teacher appraisal policy
4. ensure that the school complies with the General and Specific Equality Duties in relation to staff, in particular recruitment, retention and professional development and to report any emerging issues to the governing body
5. ensure the school complies with the latest requirements in relation to safer recruitment and associated safeguarding procedures