

George Carey Church of England Primary School

Finance, staffing and Health and Safety Committee

Terms of Reference

The Committee aims to fulfil its duty of care to George Carey Pupils by securing

- The highest possible standards of achievement and attainment
- Their health, safety and wellbeing

It does this by working with the school

- To maintain a rigorous monitoring of performance in relation to the vision for the school, learning, teaching and assessment
- To maintain oversight of the process for identifying targets for improvement, and monitoring the school's progress in achieving them:
- To maintain a safe healthy and clean environment for the children

The Governing Body, at a quorate meeting will review annually

- The constitution of the committee and its membership
- The committee's terms of reference, including delegated powers

The Committee members must ensure:

There is a named Chair, elected annually

The Chair must ensure:

- There is an agenda for each meeting, agreed with the Head Teacher and circulated not less than seven days in advance electronically
- The meetings are properly clerked (the clerk may be a governor, but not the Head Teacher)
- Minutes are produced and published. Draft minutes are uploaded to Fronter/ website prior the next meeting. Confirmed minutes are signed by the Chair of the Committee at the next meeting and final version stored electronically
- Voting is properly conducted. The Chair has a second or casting vote except in where the chair is an associate member (only full Governors may have a casting vote)
- Confidentiality is maintained

Terms of Reference:

Finance:

- To provide guidance and assistance to the Head Teacher and Governing Body in all matters relating to budgeting and finance
- To review annually (September) the detail of the financial regulation agreed by the Governing Body

- To prepare and review financial policy statements, including consideration of long-term planning and resourcing
- To consider each year's School Improvement/Development Plan (or post-OFSTED Action Plan) priorities, and to draw up an annual budget plan for approval by the whole Governing Body
- To prepare and review Statement of Internal Control prior to consideration by the whole Governing Body
- To prepare a Charging Policy for the school for approval by/reporting to the full Governing Body
- To monitor income and expenditure of all funds, and to report the financial situation to the full Governing Body each term
- To monitor the impact of spending decisions upon educational achievement in the school. To ensure the audit of unofficial school funds
- To ensure Pupil Premium money is spent effectively, and shows good value for money

NB Record decisions on the following full Governing Body Minutes

- To recommend for approval by the Governing Body, the level of delegation to the Head Teacher for the day to day financial management of the school
- to recommend the amount which can be vired between budget headings by the Head Teacher; without prior agreement of the Finance Committee

Staffing:

Performance Reviews

- to ensure that a Performance Management Policy has been established; and is being implemented in accordance with regulations which came into place on 1st September 2012

Head Teacher Performance Review

- Ensure that the Head Teacher's Annual Performance Review is carried out at the beginning of the Autumn Term in accordance with the current regulations, including:
 1. The establishment of a suitably trained committee to carry out the review
 2. The appointment of an external advisor
 3. The setting a date for the main Performance Management meeting
 4. The setting of dates for the review meetings
 5. Monitoring the review meetings taking place

Premises; Health and Safety

- To ensure the site is suitable and safe for all stakeholders
- To ensure all legislation is complied with
- To ensure any incidents are recorded fully and investigated
- To ensure the school has adequate insurance to cover any emergency
- To ensure a Critical Incident Plan is in place and is shared with all stakeholders; to be updated annually

Membership

- Membership of the **Finance, staffing and Health and Safety Committee** shall be no fewer than three Governors including the Head Teacher to make a quorum.
- All members of the Governing Body are welcome to attend the committee meeting; and all are entitled to vote
- From time to time, as need arises, the **Finance, staffing and Health and Safety Committee** may invite advisors, either staff from within school or external advisors, to attend meetings
- The Governing body retains final responsibility for any decisions taken by its committees

These terms of reference agreed _____ 14/10/2015 _____

reviewed by the Governing body _____ Every 3 years _____