



Terms of Reference: Finance & Resources Committee 2025-2026

- In consultation with the Headteacher, to draft and approve the first formal budget of the financial year.
- To establish and maintain an up to date 3-year financial plan.
- To consider a budget position statement including virement decisions termly and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that the school operates within the Financial Regulations of the City Council.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To prepare financial statements for inclusion in the governing body report to parents
- To ensure that safeguarding is a priority across all aspects of the school's work.
- To ensure staff, governors other professionals and volunteers are absolutely clear about expectations, responsibilities and statutory requirements for safeguarding
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To exercise virement between budget headings as necessary and up to an agreed maximum.
- To prepare and review financial policy statements, including consideration of long term planning and resourcing.
- To agree the level of delegation to the Headteacher for the day to day financial management of the school.
- To authorise staff to have responsibility for signing orders, invoices and petty cash claims.
- To authorise the Headteacher to enter into contracts up to an agreed limit of £3,000
- To liaise with those responsible for the school funds to ensure an overall policy on expenditure is agreed to the best advantage of the school.
- To respond to any audit reports on the management of the budget and financial procedures.
- To review the school lettings policy.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review.
- To establish and review a Performance Management Policy for staff.

- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To make recommendations on personnel related expenditure to the Finance Committee.
- To consider any appeal against a decision on pay grading or pay awards
- To formulate and review staffing and personnel policies.
- To draft and keep under review Disciplinary and Grievance Procedures for approval by the Governing Body and to ensure that staff are kept well informed.
- To agree recruitment and selection procedures and the level of involvement by governors in the appointment of staff.
- To review Headteacher and teachers' salaries as required by the Pay and Conditions documents.
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations to the Finance Committee on premises-related expenditure.
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.
- To establish and keep under review an Asset Management plan.
- To establish and keep under review an Accessibility plan.
- To monitor, and report regularly to the Governing Body on:
 - - Energy
 - - Cleaning
 - - Grounds Maintenance
 - - Security
 - - Maintenance
- To make recommendations for minor works related to improvements or repairs to the buildings or grounds.
- To approve the costs and contracts for maintenance, repairs and decoration within the budget allocation.
- To review and advise the Governing Body on all matters relating to Community Use, including the charging policy.
- To approve a Health and Safety Policy.
- To monitor on a regular basis all issues relating to health and safety and to work closely with the Health and Safety Representative within the school.