

# RESOURCE AND FINANCE COMMITTEE

## TERMS OF REFERENCE (2022 – 2026)

### FINANCE

- Explore and assess different expenditure options and bids
- Consider predicted pupil numbers and income levels
- Monitor the budget through monthly reports
- Approve Schools' Financial Value Statement (SFVS)
- Draw up the annual budget for approval by the governing body
- Monitor and adjust in-year income and expenditure figures
- Ensure end of year accounts are properly finalised and reported
- Approve the disposal or write off of stock
- Review end of year out-turn figures
- Ensure the School Fund is properly managed and that annual audits are carried out and reported on

### STAFFING

- Formulate and review, annually, a salary policy for all staff employed in the school
- Review, annually, the salary of the Executive Headteacher, Head of School and Deputy Headteachers
- Set the school's staffing levels
- Formulate and review the school's staffing structure
- Establish the criteria and procedures for determining all discretionary elements of the salary policy
- Agree any staff salary progression within or between MPS and UPR
- Establish the procedures for advertising and appointing new staff
- Ensure that agreed procedures for appraisal of teachers are carried out
- Operate redundancy procedures if ever they become necessary
- Agree, annually, costings for proposed staffing levels
- Operate at all times within the budget
- Draw up a post specification, short-list, interview candidates for posts and make an appointment
- Receive representations on the possible dismissal of staff and decide an appropriate outcome
- Act on behalf of the governing body having regard to the Governors' statutory employment responsibility and the school's personnel policy and practices
- Report the decision to the next full meeting of the governing body after either the period for appeal has elapsed or an appeal has been heard
- All staff employment issues where the possibility of dismissal needs to be formally considered
- Consider any appeal against formal warnings given by the Executive Headteacher
- Hear all formal appeals against employment warnings given by the Executive Headteacher

### PREMISES

- Inspect the premises to identify essential maintenance work
- Recommend to the governing body an ongoing programme of repairs and maintenance
- Oversee contracts for maintenance, repairs and small improvement work, cleaning and grounds maintenance
- Consider health and safety issues associated with the buildings and sites
- Monitor and review the arrangements for cleaning the buildings and maintaining the surrounding areas
- Maintain satisfactory standards of furniture and fittings
- Monitor and control the schools' energy needs

## **OFSTED FOCUS: LEADERSHIP AND MANAGEMENT**

## SCHEDULE

Meeting	Agenda
<b>October</b>	Finance Health & Safety Premises Staffing Review: Register of Business Interests Review: Central Record of Recruitment and Vetting Checks <b>Policy: Admissions (annual)</b> <b>Policy: Instrument of Government (annual)</b>
<b>December</b>	Finance Health & Safety Premises Staffing Evaluate SDP priorities Draft budget forecasts <b>Policy: Health &amp; Safety (annual)</b> <b>Policy: Premises Management (annual)</b>
<b>March</b>	Finance (inc. SLAs) Health & Safety Premises Staffing SFVS School Fund Audit Agree 5 year budget <b>Policy: Charging and Remissions (annual)</b> <b>Policy: Governors Allowances (annual)</b>
<b>June</b>	Finance Health & Safety Premises Staffing Staff Absence report <b>Policy: Finance (2022, 2024, 2026)</b>

### Local Authority Policies:

**Teacher Appraisal**

**Capability of Staff**

**Code of Conduct**

**Staff Discipline**

**Code of Conduct**

**Staff Grievance**

**Performance-Related Pay**

**Performance Management (Support Staff)**

**Unreasonable Behaviour Towards Staff**

**SLT LINKS:**      **Executive Headteacher**  
                         **Head of Primary**  
                         **School Business Manager**