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| **Finance and General Purposes Committee** | |
| **Main Functions**   * To draft the annual budget, monitor expenditure and recommend further expenditure during the year * To monitor plans for costing the School Improvement Plan * To review the implications of pay and conditions legislation on the school budget * To receive annual audit reports on school voluntary funds * To oversee the financial management of the school its systems and reports in line with LEA standing orders and Audit Commission advice * To supervise the school premises and health and safety issues * To receive reports from the Headteacher on all aspects of personnel including staffing structures, appointment of new staff and reviewing of personnel policies and procedures. * To look at the economic efficiency and investment in staffing. * To undertake benchmarking exercises * To continually review the pupil teacher ratio. * To have an overview of performance related pay * To assess the impact of non-teaching staff. | |
| **Finance**   * To monitor the monthly reports on the school budget and to ensure that spending is in line with annual plans. * To review spending at the end of a financial year and draft the next budget. * To approve all virements. * To ensure that all delegated powers are carried out properly, including purchasing, spending and virements. * To give the head teacher responsibility for: * Day to day control of spending * Purchase of any single item up **to £10,000 (notify Governors from £8,000)** * To follow standing orders and obtain quotes * Awarding contracts * To maintain school inventories. * To review implications for the budget of any pay and conditions legislation. * To monitor the keeping of the school asset and inventory registers. * To receive audited accounts of the school’s voluntary funds. * To ensure that the principles of ‘Best Value’ are followed and that the school obtains value for money in all its financial dealings. * To ensure that additional income is generated where possible. * To ensure that the school’s register of pecuniary interests is kept up to date. * To agree lettings charges. * To recommend to the Governing Body a policy for charging and remissions. * Ensuring that there are agreed procedures for signing cheques, reconciling bank statements and keeping accurate records for ordering and purchasing. * Review internal audit reports. * To monitor the maintenance of the school buildings and grounds and to see that all risk assessments have been carried out. * To agree a rolling programme for the refurbishment of the fabric of the school. * To review site security and to monitor policy and procedures for visitors, fire drills, maintenance of portable electrical appliances and other health and safety issues. * To arrange a termly report on all serious accidents on site and review actions taken. * Benchmarking | |
| **Personnel**   * To establish and review the staffing structure for the school in order to meet the aims of the School Improvement Plan, and to review the structure whenever a vacancy occurs, and at least annually in relation to the school’s leadership team. * To ensure that all staff have agreed Job Descriptions which are regularly reviewed. * To advertise, shortlist, and interview candidates for appointment, in accordance with safer recruiting and equal opportunities practice, and to ensure that all contractual arrangements are in place. * To establish and review as necessary, a range of relevant personnel policies and procedure, which should include:   + Consultation - To establish and keep under review a policy statement on staff consultation for approval by the Governing Body, and to undertake any formal consultations on personnel matters.   + Discipline/Grievance - To review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.   + Redundancy - To establish and review, in consultation with staff, criteria for approval by the governing body.   + Staff Absence - To agree a policy on sickness management, to monitor staff absence, and to recommend a policy on supply cover to the Governing body.   + Performance Management - To establish and review a Performance Management policy to ensure that the needs of staff and of the school are met.   + Wellbeing | |
| **Membership:** 4 governors with the power of co-option. | |
| **Quorum:** 3 members of the governing body. | |
| **Meetings:** Every half term. | |
| **Appointed Governors** | |
| 1. Tim Gallagher  2. Alison Checketts  3. Barry Welch  4. Cath Rindl | |
| Chair of Committee | Alison Checketts |
| Clerk | Marcia Hart |