|  |
| --- |
| **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 Gallagher2. Alison Checketts3. Barry Welch4. Cath Rindl  |
| Chair of Committee | Alison Checketts |
| Clerk | Marcia Hart |