

MARIA FIDELIS CATHOLIC SCHOOL FCJ

FINANCE, PREMISES AND STAFFING COMMITTEE Terms of Reference

Under the auspices of the Trustees, the Sisters Faithful Companions of Jesus, this Governing Body Committee will always endeavour to be guided by the Catholic ethos and the specific FCJ ethos of the school and “at all times to serve as witness to the Catholic faith and to Our Lord Jesus Christ”. (Trust Document)

The Committee shall meet termly before the Full Governing Body meeting and shall be clerked by the clerk to the governing body. The Quorum for the meeting shall be 3 including the HT.

Subject to the requirements of the School Governance (Procedures) (England) Regulations 2003, the Committee is authorised:

1. To maintain and regularly revise finance policies in relation to the Schools Financial Value Standard (SFVS) and make recommendations to the full Governing Body, including associated documentation.
2. To contribute to the formulation of the School Development Plan, through the consideration of staffing priorities and proposals, in consultation with the Headteacher, which are compatible with the stated and agreed aims and objectives of the School.
3. To make recommendations on the Governing Body's pay policy and remuneration of all categories of staff employed to work solely at the School. To monitor and review the implementation of the policy, in order to ensure it is effective and is revised as necessary in the light of changing circumstances. To ensure the compatibility of all such proposals with the School's overall financial plan.
4. To keep under review the staffing structure in consultation with the Headteacher in order to fulfil the school's development plan and ensure effective operation of the school.
5. To keep under review Performance Management policy for all staff including the appraisal procedures for the Headteacher.
6. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
7. To make recommendations on the Governing Body's arrangements for the recruitment, selection and appointment of staff, and to monitor the operation of these arrangements to ensure compliance with legislative requirements regarding sex and race and other protected characteristics, as well as with any equal opportunities policy agreed by the Governing Body.
8. To keep under review safer recruitment policy and practice.
9. To monitor the school's safeguarding procedures.

10. To make recommendations on the Governing Body's policy for the dismissal of staff, including severance on the grounds of ill-health, early retirement and redundancy, and to consider and make recommendations on the best means of providing for these needs as part of a planned programme.
11. To make recommendations on the Governing Body's policies for staff discipline and grievance, and to monitor the implementation of these to ensure compliance with legislative requirements and equal opportunities principles.
12. To establish appropriate Panels, both for initial consideration of, and to hear any subsequent appeal against, individual decisions in relation to: salary assessments (including, where appropriate, determination of starting salaries); redundancy, dismissal or severance; staff disciplinary action; and staff grievances.

To monitor and review the work of the Panels, to ensure fair and equal treatment for all staff, and protection of confidentiality where appropriate.
13. To make recommendations on the Governing Body's arrangements for recognition of, and for consultation and negotiation with, those Trade Unions representing the members of staff of the School.
14. To prepare, on behalf of the Governing Body, the response to any claim against it to an Employment Tribunal arising from the actions of the Governing Body or its delegated representatives.
15. To monitor and review staff turnover, staff well-being, morale and sickness absence, and to make recommendations for improvement where these give cause for concern or adversely affect the Governing Body's reputation as a good "employer".
16. To liaise with and receive reports from the other Committees, as appropriate, and to make recommendations to those Committees about any finance, premises or staffing matter being considered by them.
17. To agree the draft budgets (incl. multi-year budgets), for approval by the governing body.
18. To submit the draft budget to the Local Authority by 31 March.
19. To submit the final approved budget to the Local Authority no later than 15 May.
20. To ensure that there is a financial procedures manual containing information and a description of financial systems and procedures, including budget setting process and budget monitoring arrangements.
21. To receive quarterly monitoring reports showing predicted year-end outturn.
22. To monitor and adjust in-year expenditure levels.
23. To ensure accounts are properly finalised at year-end/reviewing outturn.

24. To evaluate the effectiveness of financial decisions.
25. To undertake annual Consistent Financial Reporting (CFR) benchmarking reviews as part of SFVS, comparing budgetary expenditure of Maria Fidelis with other schools in Camden and beyond.
26. To approve an annual statement of the school's voluntary/private fund. To ensure that the "Voluntary Fund" is audited and that appropriate records are kept.
27. To consider the final internal audit report and agree the action plan prepared by the Headteacher and the School Business Manager.
28. To establish and maintain a three-year financial plan, taking into account the priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
29. To ensure the School Improvement Plan is costed, consistent with planned balances and the three-year plan.
30. To agree each year the year-end statement and balances analysis, for approval by the governing body by 30 June.
31. To agree the school financial management framework including financial regulations and annual update of same, for agreement by the governing body. To ensure that the school operates within the Financial Regulations of the Local Authority.
32. To approve the writing off of debts over £500, and recommend write offs of over £1,000 to the governing body.
33. To ensure an inventory is maintained for all assets in excess of £1,000 in the form required by the Local Authority, including an annual physical check. Property should be security-marked where appropriate. All portable electrical appliances are to be included in the inventory.
34. To approve the disposal of assets or stocks of over £1,000, and recommend disposals in excess of £2,000 to the governing body.
35. To agree cheque signatories.
36. To annually review charges and remissions policies and expenses policies. To authorise Virement over £10,000, as permitted by the Local Authority's scheme, between budget heads provided that the Committee refers to the Governing Body, without taking any other action, any question relating to Virement of more than £75,000.
37. To approve expenditure between £30,000 and £75,000; expenditure below £30,000 to be at the discretion of the Headteacher, expenditure above £75,000 to be referred to the Governing Body.
38. To consider, review and award contracts on behalf of the Governing Body; contracts above a value of £30,000 per annum to be referred to the Governing Body for approval.

39. To consider and make recommendations on all matters relating to the needs of the School, in terms of its premises and grounds, in consultation with the Headteacher.
40. To monitor the physical upkeep of the School, by regular inspection of the premises and grounds and to ensure that the needs of the School for repairs, maintenance, decoration, plant and equipment are met, in liaison with the Local Authority where necessary, to ensure proper co-ordination of the School's agreed Repairs and Maintenance Programme.
41. To ensure that all reasonable efforts are made to achieve maximum energy conservation.
42. To identify the requirements of the School for both major and minor capital works, and their relative priority, making recommendations, in the light of present and projected staff and pupil numbers, to the Governing Body annually on those schemes as part of the School Development Plan to be referred formally to the Authority for consideration as part of its Capital Programme.
43. To refer all capital works to the Governing Body for approval.
44. To contribute to the formulation of the School Development Plan, by considering and prioritising proposals, in consultation with the Headteacher, for the use and development of the premises and grounds, which are compatible with the stated and agreed aims and objectives of the School.
45. To make recommendations on the use and development of the premises and of the curriculum policy agreed by the Governing Body.
46. To receive reports and proposals on the premises needs of the School and on its upkeep and maintenance, setting priorities for action and ensuring the compatibility of such proposals with the School's curriculum policy and the School Development Plan.
47. To consider and comment on any directives from the Local Authority, in terms of such matters as security and health and safety.
48. To oversee and monitor arrangements for the use of school premises by outside users including Health and Safety.
49. To monitor the development and implementation of the School's Health and Safety Policy and to ensure that such requirements form part of all consideration of matters affecting the use or maintenance of premises, grounds and equipment. To ensure that regular termly inspections are carried out and to consider reports arising from these on any matters of significance.
50. To ensure that adequate insurance is provided for the school premises and the contents and liaise with the Trustees and Local Authority as appropriate.
51. To annually review and make decisions in respect of SLAs (Service Level Agreements).
52. To monitor the Finance, Staffing and Premises strands of the SDP.
53. To seek ways in which to reduce expenditure and ways in which to increase income generation.
54. To determine any other matters referred to the Committee by the Governing Body.

55. To keep the terms of reference under review and recommend any changes to the Governing Body.
56. To report the Committee's resolutions and recommendations to the next full meeting of the Governing Body
57. To oversee and approve all policies in relation to the School's financial provision and operations including all staffing policies as well as policies in relation to Data Protection, Health and Safety and the Whistleblowing Policy.
58. To consider and then recommend such policies as required by statute to the Full Governing Body for ratification.