



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## **Cannock Chase High School Governing Body Terms of Reference**

### **Finance & Resources Committee**

#### **1. Membership**

- The membership of the committee will be agreed annually by nomination or volunteering at the Full Governing Body meeting in the Autumn Term.
- The Headteacher and the Executive Business Manager are an ex-officio members of the committee.
- Staff Governors are not eligible for membership of the committee.
- The membership shall be at least six named members of the Governing Body.
- The quorum is three Governing Body members who are members of the committee.

#### **2. Frequency of committee meetings**

- The committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.

#### **3. Attendance at committee meetings**

- Any member of the Governing Body may attend meetings of any academy committee.
- The committee may invite attendance at meetings from persons who are not Governing Body members to assist or advise on a particular matter or range of issues, including external advisors and members of academy staff.

#### **4. Appointment of Chair**

- The Chair of the committee will be elected on an annual basis at the first meeting of the Governing Body in the autumn term.
- No Governing Body member who is employed at the academy will act as Chair to the committee.
- In the absence of the Chair the committee will elect a temporary replacement from among the Governing Body members present at the meeting.

#### **5. Terms of Reference**

##### **Financial**

- 5.1 To consider the academy's indicative funding, notified annually by the DfE and to assess its implications for the academy, in consultation with the Headteacher and in advance of the Financial Year, drawing any matters of significance or concern to the attention of the Governing Body.
- 5.2 To inform and be consulted on the academy's budget for each financial year, including a 3-year financial plan.
- 5.3 To contribute to the formulation of the academy's strategic plans, including consideration of long-term planning and resourcing, through the consideration of financial priorities and proposals and in consultation with the Headteacher.

- 5.4 To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of proposals with the priorities set out in the academy's strategic plans. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- 5.5 To liaise with and receive reports from appropriate committees in relation to financial considerations and make recommendations to the Governing Body.
- 5.6 To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, financial regulations and regulations of the DfE, drawing any matters of concern to the Governing Body.
- 5.7 To review the Financial Regulations, Scheme of Delegation and finance related policies and make recommendations to the Governing Body for approval.
- 5.8 To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, through a structured internal audit review cycle.
- 5.9 To receive recommendations of internal and external auditors of the academy and recommend action as appropriate in response to audit findings.

#### **Human Resources**

- 5.10 To advise on strategic planning of human resources.
- 5.11 To provide oversight of the appointment procedure for all staff and performance management policy, making recommendations for changes and approval to the Governing Body.
- 5.12 To draft and keep under review the staffing structure in consultation with the Headteacher and to oversee the process leading to any staff reductions.
- 5.13 To establish a Pay Policy for all categories of staff and to be responsible for its administration and review and recommendation to the Board.
- 5.14 To receive reports and make recommendations to the Governing Body on all aspects of matters relating to staff of the academy.

#### **Resources General**

- 5.15 To monitor and to advise the Governing Body compliance with the academy's Health & Safety policy and its statutory obligations under the Health and Safety at Work Act 1974.
- 5.16 To receive reports on the management of assets including premises.
- 5.17 To oversee arrangements for repairs and maintenance and to determine priorities through the preparation of a 5-year maintenance plan and taking in to account potential sources of income and external advice.
- 5.18 In consultation with the Headteacher, to oversee premises-related funding bids, agree priorities and receive project monitoring reports
- 5.19 To monitor and maintain building statutory compliance of mechanical and electrical assets to ensure they are safe and free from defect.
- 5.20 To establish and keep under review an accessibility plan and a Building Development Plan

- 5.21 To advise the Governing Body on environmental issues to ensure that the academy is acting responsibly in relation to its duty to conserve energy, materials and with regard to the local community.
- 5.22 To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.
- 5.23 To review and advise on the Risk Register.
- 5.24 To attend to any other matters appropriately referred to this Committee.
- 5.25 In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.