



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

Membership: As agreed annually by nomination or volunteering at the Full Governing Body meeting in the Autumn Term.

Disqualification: Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Finance terms of reference:

- In consultation with the Headteacher and Executive Business Manager, to draft the first formal budget plan of the financial year;
- To establish and maintain an up to date 3-year financial plan;
- To consider a budget position statement in line with financial reporting requirements for academies;
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body;
- To review charges and remissions policies and expenses policies annually;
- To make decisions in respect of service agreements;
- To make decisions on expenditure following recommendations from other committees;
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised;
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher;
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments;
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee;
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review and recommendation to the Board;
- To oversee the appointment procedure for all staff;
- To establish and review a Performance Management policy for all staff;
- To oversee the process leading to staff reductions;
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- To make recommendations on personnel related expenditure to the Full Governing Body;
- To consider any **appeal** against a decision on pay grading or pay awards;
- To attend to any other matters appropriately referred to this Committee.

Resources terms of reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises;
- To oversee arrangements for repairs and maintenance;
- To make recommendations to the Finance Committee on premises-related expenditure;
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids;
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy;
- To establish and keep under review a Building Development Plan;
- To establish and keep under review an Accessibility plan;
- To attend to any other matters appropriately referred to this Committee.