



Distington Community School
Finance, Premises and Staffing Committee
Terms of Reference 2024-2025

General Terms

- To act on matters delegated by the Full Governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School's Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To ensure strong governance that enhances the effectiveness of the school.
- To ensure that data will be processed to be in line with the requirements and protection set out in the UK General Data Protection Regulation.

Membership

- The committee shall consist of at least 4 governors of whom one is the Head Teacher.
- Committee membership shall be determined at the annual AGM in the Autumn Term.
- The committee may have additional members who support the activity but who do not participate in any voting.
- There will be a chair for these meetings agreed by the membership annually.

Quorum

- The committee meeting can only function if there is a minimum of 3 members present.

Meetings

- The committee shall meet 2 times a year, and otherwise as necessary.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.

Review

- These Terms of Reference will be reviewed annually at the first Full Governors Meeting in the Autumn Term.

Finance

- Monitor compliance with the School Financial Value Standards (SFVS) and in particular:
 - scrutinise outcomes of the internal/external audits and act on recommendations arising.
 - Evaluate the effectiveness of financial decisions taken by the School, review the School's systems of internal financial control.

- Ensure that sound financial records are maintained.
 - Review the Governors' Register of Business Interests and make appropriate recommendations to the Board of Governors.
 - Ensure that the principle of best value is central to the School's management and use of resources.
- Ensure that the School fully complies with the Local Authority's (LA) financial regulations, standing orders and Local Scheme of Delegation.
 - Consider, review, monitor, and, where appropriate, recommend to the Board of Governors documents and information arising from SFVS compliance/requirements.
 - Prepare a draft annual budget plan for the School to recommend for approval of the Board of Governors.
 - Monitor and review the School budget throughout the financial year.
 - Undertaken any other tasks in relation to the delegation of the School budget.

Premises

- Exercise strategic oversight of the School's site and premises management function by:
 - overseeing premises-related funding bids approving works for maintenance, repairs and redecoration within the budget allocation.
 - overseeing, progressing, and monitoring capital building works.
 - ensuring full compliance with health and safety standards and ensuring that the site and school building is safe and secure at all times.
- Ensure that the School fully complies with health and safety standards and requirements by:
 - regularly arranging inspection of the school premises.
 - following up outcomes from such inspections.
 - ensuring that the School's Health and Safety policy complies with Local Authority guidelines and that these procedures are kept up-to-date.
 - ensuring that rigorous and comprehensive health and safety monitoring processes are in place, including health and safety inspections, risk assessments, and rectification of identified faults.
 - ensuring that health and safety codes, manuals, and documents are kept up to date and that all staff are aware of them.
 - ensuring that the School has the designated staff with health and safety responsibilities.
- Monitor and review the school policies or documents in relation to premises.
- Oversee arrangements for the use of school premises by outside users or for extended services in accordance with agreed school lettings arrangements.
- Provide support and guidance to the Headteacher on all matters relating to the school premises.

Staffing

- Draft and regularly review policies and procedures for ratification/approval by the full Board of Governors in line with the LA recommended policies.
- Oversee any subsequent pay policy review process incorporating consultation with staff and trade unions.

- Review staffing levels and the School's management structure and make appropriate recommendations to the Board of Governors on the staffing structure of the School.
- Review staff working conditions and well-being. This may include carrying out appropriate staff questionnaires and monitoring staff absences.
- Exercise the Board of Governors' duty to ensure the wellbeing of the Headteacher.
- Provide support, guidance and accountability for the Headteacher on all HR matters.
- Ensure that HR decisions at the School are robust and in line with the relevant employment legislation in particular ensuring that the School has safe and robust Safer Recruitment in place.

Approved by all governors at the Full Governing Board meeting held on the 12.9.24.

Signed by the Chair of Governors:.....Date:.....