



Tannery Drift First School

Enjoyment – Achievement – Respect

Finance & Resources Committee Terms of Reference

Last Review Date:
September 2025

Next Review Date:
September 2026



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www.tannerydrift.herts.sch.uk

Finance & Resources Committee Terms of Reference

1. Membership and Chairman

The Full Governing Body will determine membership of the Finance and Resources Committee early in the autumn term. There should be a minimum of six members, at least four should not be school staff. The Headteacher and Chair of Governors or Vice Chair will be members. The Full Governing Body will elect the chair from among the members of the Finance and Resources Committee at the time membership of the Finance and Resources Committee is set early in the autumn term.

The School Business Manager is not a member of the Finance and Resources Committee but will attend, act as the clerk and be able to participate in Finance and Resources Committee meetings.

Members of the Full Governing Body who are not members of the Finance and Resources Committee will be able to attend meetings of the committee in an observer capacity. They will not contribute to committee business or vote.

2. Voting and Quorum

Only members of the Finance and Resources Committee can vote. The quorum is three voting members.

3. Minutes and Meetings

Minutes of meetings will record those attending (including any observers), time and place of the meeting and any decisions, action points or recommendations to be made to the Full Governing Body.

Recommendations will be framed in such a way as to offer the Full Governing Body clear proposals or alternatives to debate and decide upon.

Minutes will be circulated to all members of the Full Governing Body and will be on the agenda of the next Full Governing Body meeting.

The Finance and Resources Committee will normally meet half termly. Meetings will be timed to enable the Full Governing Body to discharge its statutory duties in respect of school finance. Meetings may also be held at other times as needed.

4. Procedures and Training

The normal procedures and regulations of the Full Governing Body will apply to the Finance and Resources Committee. The terms of reference will be reviewed annually.

The Finance and Resources Committee will review its business over the preceding academic year, compare this with its terms of reference and the committee chair will provide a report

to the Full Governing Body at its meeting early in the autumn term.

Members of the Finance and Resources Committee must attend appropriate training.

5. General Functions

The Finance and Resources Committee will recommend the powers that should be delegated to it by the Full Governing Body. The Full Governing Body will modify and approve these powers as it sees fit and delegated powers will form part of the terms of reference of the Finance and Resources Committee.

The Finance and Resources Committee will consider, from time to time, additional matters as directed by the Full Governing Body or Chair of the Full Governing Body and will provide advice as appropriate.

The Finance and Resources Committee will act as a critical friend in relation to all its specific functions (Section 6, below).

6. Specific Functions

Finance

- To assist the Headteacher and the Full Governing Body on all matters relating to finance.
- To advise the Full Governing Body on matters such as:
 - priorities for expenditure;
 - ensuring that financial policies and activities meet statutory and LA requirements;
 - budget needed to run the school having regard for statutory requirements and school priorities as per current year's School Improvement Plan;
 - generating additional income.
- Together with the Headteacher, to review financial policies and prepare medium and long term financial plans.
- Together with the Headteacher, to consider the school's budget and other revenue and prepare a draft budget for approval by the Full Governing Body.
- To approve all changes to the agreed budget.
- To monitor spending against budget and ensure it remains within agreed limits.
- To monitor the school's Schedule of Financial Delegation.
- To maintain compliance with Schools Financial Values Standard (SFVS) requirements.
- To approve and sign off all virements in line with the Schedule of Financial Delegation.
- To pre-approve all new or amended business contracts.

- To review the lettings policy and make any recommendations for approval by the Full Governing Body.

- To maintain a risk register covering the committee's business area.

Personnel

- To ensure performance objectives are set for the Headteacher in accordance with statutory requirements.
- To appraise the Headteacher's performance and make recommendations about the Headteacher's pay. This role will be delegated to the Headteacher's Performance Review Panel. The Chair of the Full Governing Body will appoint three governors (who may include the chair but excluding teaching governors) to act as the Headteacher's Performance Review Panel.
- The Headteacher's Performance Review Panel will be supported by the School Effectiveness advisor (SEA) in reviewing the Headteacher's performance. The Headteacher's Performance Review Panel will make recommendation to the Finance and Resources Committee on the Headteacher's pay in the light of the performance review. The Finance and Resources Committee, on behalf of the Full Governing Body, will decide the Headteacher's pay in the light of this recommendation. If the Finance and Resources Committee cannot hold a quorate meeting in time for a decision by 31st December, the Full Governing Body will decide on the Headteacher's pay, on the basis of the papers that the Finance and Resources Committee received. Teaching governors will not participate in any discussion or vote on the Headteacher's pay, at any committee.
- To ensure regular review of the school's pay policy, including criteria relating to the use of pay discretion and report to the Full Governing Body.
- To monitor the implementation of the school's appraisal policy and to consider the resulting Continuing Professional Development needs.
- To review the staffing structure whenever a vacancy occurs, and at least annually.
- To recommend to the Full Governing Body staff selection procedures and review where necessary.
- To undertake formal consultation on personnel matters where necessary.
- Should the necessity arise, to draft and review, in consultation with the staff, criteria for redundancy, for approval by the Full Governing Body and monitor implementation.
- To liaise with the LA's Human Resources section on all personnel issues.

Volunteers

- To support the Headteacher and school in making appropriate use of volunteers:
- ensure an appropriate policy is in place for the use of volunteers;
- ensure appropriate safeguarding procedures are included in the volunteering policy;
- report annually to the Full Governing Body on the use of volunteers by the school.

Premises

- To provide support and guidance to the Headteacher on all matters relating to the premises, grounds, security and health and safety.
- To inspect the premises and grounds annually and prepare a report for the Full Governing Body including proposed priorities for development.
- To approve costs and arrangements for improvement works.
- To be aware of specific responsibilities of governors and inform the LA on any matter for which it has responsibility.
- To undertake, at least, an annual health and safety audit and report findings to the Full Governing Body, including ensuring compliance with health and safety regulations.
- To report findings of any health and safety audit or inspection to the Headteacher so that remedial action may be taken.
- To seek LA advice where appropriate.
- To ensure compliance with the Environmental Protection Act 1990 with regard to the discharge of governors' responsibilities.
- To consider risk management and insurance issues as they relate to the premises.

ICT

To consider all issues in relation to the provision of ICT to support delivery of the curriculum and administration of the school. The Teaching and Learning Committee will discharge the Full Governing Body's responsibilities in relation to the ICT curriculum itself.

Public Relations

To consider all issues relating to the school's public relations activity and engagement with the community.

Risk Register

To maintain a risk register covering the committee's business area.



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