

Hove Learning Federation

Finance & Leadership Committee

Terms of Reference

Reviewed: Sep 2021
Review: Autumn 2022

	Governor Name	Governor Role
1	Brad Hollick	Chair of Finance & Leadership Committee Finance Link Governor
2	Jo Corbett	Vice-Chair of Finance & Leadership Committee
3	Lisa Marshall	Health & Safety Link Governor (PR & SR Sites)
4	Lorna Cummings	Committee Member
5	Louise Smith	Committee Member
6	Nargis Miah	Committee Member (Associate)
7	Maddie Southern	Headteacher - HJS
8	Wendy Harkness	Headteacher - WHIS
9	Sarah Shaw	School Business Manager - HJS
10	Judith Harland	School Business Manager - WHIS

Chair	Brad Hollick
Vice Chair	Jo Corbett
Senior Clerk	Chelle McCann

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To agree strategic targets for relevant sections of the School Development Plan.
- To monitor the implementation and impact of relevant sections of the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership

- Membership shall consist of not less than four Governors, including the Headteacher or their representative.
- The Committee shall have such co-opted non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.
- The Committee shall elect a Chair and Vice Chair from their number at the beginning of each academic year.

Quorum

- A minimum of 50% of committee members is needed for the meeting to be quorate.

Meetings

- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting

Financial Policy & Planning

- To oversee financial performance of the school and ensure that money is well spent and operates within the Financial Regulations of the Authority
- To develop, implement, monitor and review a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To establish and maintain a three-year financial plan, taking into the account 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, and recommend changes as required.
- Present a draft annual budget for approval by the Governing Body ensuring that the allocation of resources is linked appropriately to the priorities identified in the School Improvement Plan, with particular regard to those relating to raising standards.
- Present the draft staff pay budget for approval by the Governing Body, based on the recommendation of the Staff Pay and Performance Sub-committee and in line with expected pay increments as set out in the Pay Policy.
- Have oversight in respect of procurement, contracts and service level agreements.
- Exercise financial propriety financial decision-making.
- To oversee income generation plans

Financial Monitoring

- To ensure that effective controls are in place to monitor expenditure within available resources and demonstrating value for money.
- To rigorously analyse and monitor information provided to monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports and alert the Governing Body to potential issues or anomalies and present any budget adjustments required to the for approval.
- To provide other committees with the information they need to perform their duties.

- To review, complete and submit the School Financial Value Standard (SFVS) and undertake any remedial action identified as part of the SFVS.
- To consider local authority audit reports, act upon any issues and monitor actions.
- To benchmark expenditure with other schools via the Schools Financial Benchmarking website to ensure comparative performance with similar schools.

Effectiveness of Leadership and Management

- Ensure leaders have a clear and ambitious vision for providing high-quality, inclusive education and training to all. This is realised through strong, shared values, policies and practice.
- To oversee the role of the executive leader in managing school operations including the performance of staff within the strategic framework approved by the Governing Body.
- Ensure leaders engage effectively with learners and others in their community, including – where relevant – parents, carers, employers and local services
- Ensure leaders engage with their staff and take account staff wellbeing and pressures on them. Leaders should be realistic and constructive in the way that they manage staff, including their workload allocation.
- Monitor how leaders protect their staff from bullying and harassment.
- Ensure those with responsibility for governance ensure leaders fulfil their statutory duties, for example under the Equality Act 2010

Premises / Health & Safety

- To oversee the use of school premises during and outside of school hours.
- To provide support and guidance for the Governing Body and the school leadership on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
 - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the School's Development Plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements for the performance review of the Headteacher.
- To establish a Pay Policy for all categories of staff, oversee its application through the Pay and Performance Sub-committee.
- To oversee staff performance within the published framework.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation and good practice guidance on safer recruitment.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor and review annually approved procedures for staff discipline and grievance, presenting recommendations for changes to Governing Body and ensure that staff are kept informed of these.
- In consultation with staff, to oversee any process leading to staff reductions or restructures.
- Ensure staff receive appropriate training and support aimed at improving practice and ensuring the schools improvement targets are met
- Ensure that the school has a clearly defined system of succession planning in place

Misc.

- Have an overview of the effectiveness of any extended school provision
- To develop and review all policies delegated to this committee and the Pay and Performance Sub-committee, for recommendation to the Governing Body.
- To review and verify appropriate sections of the school's self-evaluation documentation, including being involved in the collection of evidence where appropriate.

