St Gregory's Catholic Primary School

Finance, Staffing, Safeguarding and Premises Terms of Reference 2023/2024

FINANCE, STAFFING, PREMISES AND SAFEGUARDING COMMITTEE

Membership

I. The membership of the Committee will consist of 7 Governors, appointed by the Governing Body, including the Headteacher

II. The Chair of the Committee will be appointed by the Committee

III. The Committee will have the power to co-opt additional members, as, when and how it sees fit, but those additional members shall/shall not have the power to vote on matters before the Committee.

IV. The Committee shall meet at least once each school term

Quorum

The quorum for a meeting of the Committee will be four.

Terms of Reference:

Finance Responsibilities

The committee shall, in consultation with the Headteacher:

I. As soon as practical after the school is notified by the LA of its Individual School Budget, agree a provisional annual School Budget, to be confirmed at the next following meeting of the Governing Body. Subsequent revised budgets during the financial year to be approved by Finance & Staffing Committee.

II. Act at all times in accordance with the LA's Financial Regulations Scheme

III. Seek the approval of the Governing Body before determining not to implement any policy, or any aspect of a policy, recommended by the LA, in respect of the responsibilities listed above

IV. Monitor expenditure within the approved School budget

V. Exercise virement between budget headings within the School Budget, in accordance with the School's Financial Regulations

VI. Review and revise expenditure in accordance with the needs of the School Development Plan

VII. Submit to the LA, by the required date for each Financial Year, the closing Budget Statement for the school

VIII. Advise the Headteacher and the Governing Body on matters relating to the School's Budget

IX. Monitor the expenditure of delegated funds which are in addition to those received at the Individual School Budget Share, for example funds provided for various purposes through the Standards Fund

X. Receive and respond to the LA's audit reports on the School's financial management

XI. Arrange for the effective management of school funds, including the appointment of a treasurer for each account, and the appointment of auditors

XII. Review, and when necessary, recommend to the Governing Body amendments to the School's Charging and Remissions Policy

Staffing Responsibilities

I. Be responsible for all matters relating to the Terms and Conditions of Employment of all Teaching and Non-teaching Staff employed at the school

II. Be responsible for the application of all aspects of the annual *Teachers' Pay and Conditions Document,* including the School's Pay Policy

III. Be responsible for the application of all Personnel Procedures agreed with Staff Associations and with the LA

IV. Be responsible for the implementation, or otherwise, of recommendations from the LA relating to performance management, remuneration, employment and management of Teaching and Non-teaching staff

V. Review, as necessary, the staffing establishment, and make amendments thereto in accordance with current legislation

VI. Agree, monitor and review the implementation of the Staff Development Policy

VII. Determine, implement and review a policy for the recruitment and appointment of staff

VIII. To delegate to the headteacher all provision of supply cover of under one term's duration

IX. Review and revise the application of the School's Equal Opportunity Policy in respect of Teaching and Non –teaching Staff

X. Conduct such consultations with the Staff, as the policies and Personnel Procedures of the Governing Body require

Safeguarding and Premises Responsibilities:

- 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 and Staffing Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance & Staffing 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 an Asset Management Plan
- To establish and keep under review an Accessibility Plan
- To monitor and report regularly to the Governing Body on:
    - Energy
    - Cleaning
    - Grounds Maintenance
    - Security
    - Maintenance
- To make recommendations for minor works related to improvements or repairs to the buildings or grounds
- To approve costs and contracts for maintenance, repairs and decoration within the budget allocation

- To review and advise the Governing Body on all matters relating to Community Use, in conjunction with the charging policy

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- To approve a Health & Safety Policy. To monitor on a regular basis all issues relating to health and safety and to work closely with the Health and Safety Representative within the school

- To review and advise the Governing Body on all matters relating to Safeguarding and Child protection issues

- To monitor the effectiveness of the overall safeguarding systems and frameworks which are in place
- To ensure the implementation of and adherence to the Policy regarding allegations of abuse against staff
- To ensure the implementation of and adherence to the Safeguarding Policy
- To ensure the implementation of and adherence to the Complaints Policy
- To ensure the implementation of and adherence to the Disability Equality Policy
- To ensure the implementation of and adherence to the Gender Equality Policy
- To ensure the implementation of and adherence to the Race Equality Policy
- To ensure the implementation of and adherence to the Pupil Behaviour Policy
- To ensure that at least two members of any interview panel to appoint staff has had appropriate training from the Liverpool Safeguarding Children Board
- To ensure that every member of staff, volunteers and members of the Governing body undertake training in school every two years: this may be more frequent if there are changes to legislation or to local requirements
- To establish and maintain an ethos where the pupils in the school feel secure, are encouraged to talk and are listened to
- To ensure that the Governing Body receives a safeguarding report that records training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given
- To ensure that safe recruitment practices are followed at all times

Name of Governor	Date appointed to Committee
Michelle Roney	September 2023
Sean Keyes	September 2023
Sharon Williams	September 2023
Judith Rankin	September 2023
Maureen Russell	September 2023
Shirley Green	September 2023
Laura Scregg	September 2023

To be reviewed at the first Committee meeting each year.

Review Date: Autumn 2024