

St Pauls Catholic College

Finance and General Resources Committee - Terms of Reference

Purpose

To consider and advise the Governing Body on all matters relating to school finances, budget planning and Resource management

Composition

The membership will include the Headteacher of the College, the relevant member of the Leadership Team, the chair, ideally the Chair or Vice Chair of Governors and any governor who expresses a particular interest. Membership must consist of at least three governors.

Quorum

Three governors.

Meetings

Meetings will be held at least once a term.

Terms of reference

The Finance and General Resources Committee has delegated responsibility for:

- To ensure that the College operates within all relevant Financial Regulations of the LA, ensuring value for money.
- To receive and agree the first budget plan of the Financial Year with the Headteacher.
- To approve strategic implications of a 3 year financial plan and review, monitor and report to the Governing Body.
- To approve and monitor expenditure of all non-public funds kept on behalf of the Governing Body.
- Advise on resource implications of service agreements and on expenditure financial implications identified in recommendations made from other committees.
- To review the Appraisal process for all staff and be aware of teacher performance descriptors.
- To consider the implications on the budget of pay increments as recommended by the Headteacher, and the Headteacher's Performance Review Panel.
- To advise the Governing Body on priorities for the maintenance and development of the College's Premises and property.
- To monitor operations of premises repairs & maintenance including a Rolling Maintenance Programme and prevention expenditure.
- To monitor arrangements for the use of College property by external users.
- To establish and keep under review an Accessibility plan.
- To keep under review & ensure compliance with H&S regulations and conduct an H&S Inspection.
- To keep under review the management of the College's Assets.

The committee:

- Will approve all relevant policies and oversee their implementation and monitor all other policies

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- Will support staff in initiating, monitoring and evaluating developments in the above areas
- Will provide reports to the Board of Governors

Meetings

Will meet at least once a term and receive reports from relevant staff with key responsibilities in the above areas.

Terms of Reference Reviewed: 17 Nov 15

Date of Next Review: Autumn Term 2016