

BILTON COMMUNITY FEDERATION

Finance and Resources Committee

terms of reference

Date agreed:	10 th October 2024
Review date:	September 2025

Chair of committee:	Christine Assheton
Clerk:	Joanne Jarman
Membership:	Louise Moor Ed Newton Calum Stringer Ian Bates Emma Boardman Heads of School to be invited when appropriate (non-voting) Federation Business Manager (non-voting)
Quorum:	At least three governors who are members of the committee. The governing body can specify a higher limit.
Meetings:	Once per term

The committee has delegated responsibility to:

Finance

1. review an annual budget, ensuring resources are allocated in line with the federation's strategic priorities and curriculum plans
2. maintain a realistic three-year financial plan, which takes into account the federation's vision, known risks and opportunities
3. present an annual budget to the full governing body for approval
4. monitor actual income and expenditure at least once a term against the approved budget
5. benchmark income and expenditure against that of similar federations, considering comparative performance and opportunities to improve efficiency
6. ensure that sufficient funds are allocated for staff pay increments
7. report back to each meeting of the full governing body, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity
8. monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
9. review and approve any adjustments to the federation's approved budget (subject to the local scheme of delegation)
10. approve expenditure and virements of sums between 5% and 10% of the total federation budget - sums below this amount are delegated to the executive headteacher
11. undertake detailed scrutiny and recommend approval of the Schools' Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
12. ensure local authority financial procedures are complied with
13. receive and act upon any issues identified by a local authority audit
14. ensure that the federation follows basic procurement rules and achieves best value for money when acquiring goods and services
15. assess the federation's insurance cover to ensure that it provides adequate protection against risks

Staffing

16. review the staffing structure of the federation annually, ensuring that it meets the requirements the federation development plan, the curriculum and is affordable
17. consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
18. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
19. oversee the operation of the appraisal policy, including making arrangements for the executive headteacher's performance management
20. review pay decision data to ensure that pay increments are awarded fairly
21. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
22. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated

Premises, health and safety

23. ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education

24. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
25. monitor the completion of actions and recommendations arising from risk assessments
26. review the federation's accessibility plan
27. receive an annual health and safety audit report and monitor any arising actions
28. receive a regular report on accident statistics, near misses, incidents of violence or aggression
29. ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
30. ensure that inspections of the federation site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues
31. monitor the health and safety training that staff and governors undertake
32. review, adopt and monitor all policies delegated by the board

Delegated policies

- Reserves
- Health and safety
- Charging and remissions
- Data protection
- Governor allowances and expenses
- Policies that relate to premises management