

## Eden Primary School

### AUDIT, FINANCE and STAFFING COMMITTEE Terms of Reference – September 2023

<b>Membership and Voting</b>	<p>At least four Trustees, including the Headteacher. All full Trustee members have voting rights.</p> <p>Other staff may be co-opted as Associate Members, but they shall have no voting rights. The Senior Assistant Headteacher may stand in for the Headteacher, but he/she, too, will be an Associate Member and have no voting rights.</p> <p>The Resources Committee may also appoint people from outside the Trustees as Associate Members in order to draw on their expertise and experience both inside and outside the school; they, too, shall have no voting rights and may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff, a pupil or other confidential matter.</p> <p>Associate Members are appointed for a one-year term, reviewed annually. Any appointments must be recorded in the minutes.</p>
<b>Quorum</b>	Three Trustees.
<b>Meetings and Confidentiality</b>	<p>One per term with additional meetings if required.</p> <p>The Part 1 minutes of committee meetings are a matter of public record. Committee meetings should not ordinarily focus on confidential matters, and should not be used as a forum in which to raise issues that are private, personal or specific to individual children or members of staff.</p> <p>If the proper conduct of the Committee's business is confidential or requires individuals to be named:</p> <p>(i) the committee's deliberations shall be treated in the strictest confidence, and shall be held as Part 2, in accordance with the manner in which Part 2 matters are dealt with in Trustee meetings, and minuted as such</p> <p>(ii) the minutes shall anonymise individuals and record no actual names and will be kept as confidential.</p>
<b>Chair</b>	To be appointed by the Trustees at its first meeting in the Autumn Term, and to continue in office for a term of one year.
<b>Clerk</b>	To be employed by the HEP and assigned to the school.
<b>Remit</b>	<p>To provide guidance, and support to the Headteacher and Trustees whilst holding the former to account in all matters relating to the school's resources: human, financial and physical (school premises and grounds including all health and safety aspects).</p> <p><b>Human:</b></p> <ul style="list-style-type: none"> <li>• Review the staffing structure and make recommendations to the Trustees for approval.</li> <li>• To make arrangements for the Performance Management Policy to be implemented and to monitor its implementation.</li> <li>• To review and recommend, the adoption of procedures to the full GB for dealing with discipline, capability, sickness, redundancy</li> </ul>

and grievances and to ensure that staff are informed of them.

- To ensure that every member of the teaching and support staff has a job description and that each is considered for review annually.
- To ensure that recruitment and selection procedures comply with best practice guidance.
- To monitor the maintenance of a Single Central Record.
- To review the school's involvement with the local community and other stakeholders.
- To consider other staffing matters as detailed in the Internal Scheme of Delegation.

**Finance:**

- To provide guidance and assistance to the Headteacher and Turstees in all matters relating to budgeting and finance.
- To prepare and review financial policy statements, including consideration of long-term planning and resourcing.
- To recommend appropriate action on financial matters which will ensure implementation of the School Improvement Plan (SIP).
- To carry out responsibilities delegated by the Turstees in accordance with the schedule of delegation and scheme of financial roles and responsibilities.
- Consideration and approval of expenditure (nett cost) and virements in excess of £5000 and under £25,000.
- To monitor the income and expenditure of all public funds and report the financial situation to the Trustees each term.
- To ensure the audit of non-public funds for presentation to the Trustees.
- To approve the cost and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To oversee the preparation and implementation of contracts.
- To prepare a lettings and charges policy for the approval of the Trustees.
- To report back to the next meeting of the Trustees.

**Premises Health & Safety and School Meals:**

- To monitor the maintenance and improvement of the school's physical environment and to ensure that long-term planning occurs.
- To monitor implementation of the school's health and safety policies, review risk assessments, and review accidents, near misses and preventative measures.
- To monitor the school food provision.

**Additionally:**

- To regularly monitor and review the school policies relevant to the Committee and ensure their appropriate implementation.
- To advise the Trustees on these and other documents as appropriate.
- All Relevant Policies are to be ratified and adopted by the Committee.
- The Relevant Policies are to be reviewed every annually on a staggered basis unless stated otherwise.
- Any material changes to the Relevant Policies will be presented to the Trustees for discussion and/or approval.
- New policies will be presented to the Trustees.
- Where appropriate and necessary, to present and explain the Relevant Policies to staff, children, parents and other

	<p>stakeholders.</p> <ul style="list-style-type: none"> <li>• To agree the relevant parts of the School Development Plan.</li> <li>• To contribute towards, and monitor the School Improvement Plan/Post Ofsted Action Plan in respect of the school's resources.</li> <li>• To provide liaison with stakeholders in the school community including: parents/carers; teaching and support staff; the local, national and international communities; ethnic groups represented within the school; the Parent Staff Association (PSA).</li> <li>• To explore ways in which the School interacts with the wider community.</li> <li>• To receive and consider reports and consultation papers from the LA and other bodies concerning the school's resources on behalf of the Trustees.</li> <li>• To liaise with other committees through the Chair.</li> </ul>
<p><b>Relevant statutory policies and documents for which the committee has delegated responsibility</b></p>	<ul style="list-style-type: none"> <li>• HR Policies as advised by the LA within the scheme of delegation – Teacher Capability; Support Staff Capability; Recruitment; Sickness Management; Newly Qualified Teachers; Employee Disciplinary Procedure</li> <li>• Teacher Appraisal</li> <li>• Performance Management for non-teaching staff</li> <li>• Special Paid Leave</li> <li>• Grievance Procedure</li> <li>• How to raise a Question/Complaints Procedure</li> <li>• Staff, Governor and Visitor Allowances</li> <li>• Charging and Remissions</li> <li>• Disposal of Assets</li> <li>• Scheme of Delegation</li> <li>• Food Policy and tender</li> <li>• Education off-site activities</li> <li>• Freedom of Information</li> <li>• Health and Safety (to include all associated H+S sub- policies, e.g. ladder safety, etc.)</li> <li>• DT Tools and Safety</li> <li>• Lettings</li> <li>• Premises Management documents to be checked</li> </ul>
<p><b>Reporting Back</b></p>	<ul style="list-style-type: none"> <li>• Minutes of the meetings will be maintained by the Clerk.</li> <li>• Minutes will be sent to the next ordinary meeting of the Trustees. These will include decisions made under delegated powers by the Committee, and recommendations where there has been no delegation.</li> </ul>

**AGREED by GB: ..... (or a revised draft on this document)**