

**Central Lancaster High School**  
**Governors' Committee Terms of Reference**

<b>Committee</b>	<b>Finance and Staffing</b>
<b>Membership</b>	The membership of the committee shall be reviewed annually by the governing body. The committee will elect a chair from within its own membership. The committee will invite non-voting participants, as associate members, to attend meetings as and when required, in particular the Senior Leadership Team, who are also welcome as observers.
<b>Quorum</b>	The quorum shall be three governors.
<b>Meetings</b>	The clerk to the committee shall be responsible for convening meetings. Procedures of any meetings held must be minuted and these minutes presented at the next meeting of the governing body. The committee shall meet at least once per term and otherwise as required.
<b>Responsibilities</b>	The committee's focus shall be the strategic aims, purposes and outcomes of school.  <b>Aims with regard to Finance:</b> to provide guidance and assistance to the headteacher and governing body; to recommend to the governing body internal financial regulations for the financial management of the school in accordance with guidance issued by the local authority; to ensure that the school achieve the Financial Management Standard in Schools (FMSIS) and that it be reviewed successfully every third year; to recommend to the governing body for approval a school budget plan, where information allows for a three year period; to consider and recommend for approval the School Progress Plan, taking into account the longer-term resource requirements for the school; to ensure that the school aims and policies receive appropriate financial support;

to receive budget monitoring reports and regular updates on all projected spending plans, including school budget share, delegated/devolved funding and Standards Fund allocations;  
to recommend virements between budget headings where the value is in excess of the £25,000 sum delegated to the headteacher, as stated in the school's internal financial regulations;  
to make recommendations on all finance policies, including those related to charging, lettings and income;  
to consider appropriate levels of reserves and balances bearing in mind the guidance produced by the local authority;  
to consider the annual audited accounts of all unofficial school funds prior to presentation to the governing body;  
to consider audit reports and other reports and make recommendations to the governing body;  
to respond on behalf of the governing body to any consultations relating to the Scheme of Delegation or the Funding of Schools.

**Aims with regard to Staffing:**

to recommend staff policies for approval to the governing body;  
to review the staffing structure every third year from implementation, ensuring relevant posts of responsibility both teaching and non-teaching and associated job descriptions are in place;  
to ensure that where amendments are recommended for approval the appropriate consultation and subsequent safeguarding are met;  
to ensure that all the procedures related to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation, especially with regard to the 'Safer Recruitment' guidance, CRB clearance and associated maintenance of records;  
to ensure that arrangements for the Performance Management of all staff, teaching and non-teaching, are in place and in-line with new guidance;  
to implement the whole-school pay policy, delegating performance pay-related awards to the headteacher and its sub-committee, the Pay Committee;  
to monitor the programme of staff continued professional development and training and ensure it meets the needs of the School Progress Plan and of the staff;  
to receive regular reports on staff absence, if not already reported to the full governing body;  
to review the unit total of the school and the effect, if any, on the Individual School Range (ISR).

**Aims with regard to Safeguarding:**

to review all school policy and practice related to Safeguarding and advise the governing body with

regard to compliance with latest legislation and guidance (see list in Safeguarding policy);  
to ensure that systems are in place, which are subject to regular review, to ensure that students are protected and safe in school;  
to ensure that staff appointments are made in conjunction with Safer Recruitment guidance;  
to ensure that the school site is kept under review to ensure it remains safe, secure and fit for purpose;  
to ensure staff receive regular and up-to-date training to undertake effectively the defined roles related to Safeguarding.

**Aims with regard to Health and Well-Being:**

to take a strategic view of planning to deliver the best support for the health and well-being of all students and staff, maintaining a safe and healthy workplace;  
to review the Health and Safety policy and advise the governing body with regard to its compliance with H+S regulations;  
to ensure a successful induction programme for all staff, which includes key guidance on health and well-being;  
to oversee all Equality-related policy, to ensure equality of opportunity for all staff and students;  
to monitor H+S related INSET for all staff, especially for roles with site-related responsibility;  
to ensure that regular risk assessments are undertaken for all practical areas of the curriculum and for additional activities, including the approval of all school visits in accordance with LA policy;  
to receive reports on the Extended School activities, including School Nurse extended provision and to advise the governing body on all associated policy;  
to ensure that the school maintains the National Healthy Schools Standard and reviews its practice on a regular basis;  
to receive accident reports and ensure that the accident policy and first aid capability are reviewed annually with remedial action taken as necessary to improve the safety of all on site.  
to ensure regular review of Fire Safety procedures, ensuring a termly fire-drill and report are undertaken;  
to ensure policy and guidance are in place for the safe evacuation of the building and the practice of dealing with Unavoidable School Closures, ensuring the correct reporting procedure is monitored;  
to approve educational visits, ensuring the correct procedure is followed via EVC reports.

**Aims with regard to the Site:**

the school will inspect the site annually and report to governors. Make recommendation on action as deemed appropriate, ensuring the planning is in place for a rolling-programme for the renewal of the

	<p>fabric of the school, its equipment and facilities; to recommend policy change and a buildings development programme to the governing body; to monitor the implementation and progress on approved major projects, receiving reports as appropriate and to advise the governing body; to monitor maintenance of the site and receive Health and Safety reports from the departments of Science, PE and Technology to ensure the correct standards and requirements are met; to ensure that arrangements are in place for the dissemination of Health and Safety information to all building-users; to provide support and guidance to the headteacher on matters related to school site security; to ensure that the school meets the requirements of the Disability Discrimination Act; to make recommendation to the governing body on the appointment of contracts for the providers of premises-related services, including cleaning and grounds maintenance and to review this practice every third year.</p>
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