

Finance, Buildings & Personnel Committee Aims and Responsibilities

Strategic Aims

- To ensure that the school meets all its financial responsibilities, particularly in relation to
 - the solvency of the school
 - the stewardship of public and non -public funds and assets
 - the approval and monitoring of financial forecasts, budgets and accounts
- To maintain oversight school activities relating to financial management and the management of its resources, equipment, estate and buildings.
- To ensure that the school has all necessary insurances.
- To ensure that the school has in place:
 - legally compliant, sound and fair employment procedures, policies and practices, which are regularly reviewed and updated; and, where these fall within the responsibility of the school, make recommendations to the school regarding such procedures and policies
 - staffing levels and structures to enable St Joan of Arc to deliver its mission and educational priorities.
 - A positive and supportive working environment in which all staff can develop and perform to the best of their ability in their role.

Responsibilities

Finance

- To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
- To prepare and review financial policy statements, including consideration of long-term planning and resourcing.
- To consider each year's annual management plan priorities and present an annual budget to the Governing Body for approval.
- To monitor the income and expenditure of all public funds (i.e. budget share, and other funds devolved by the LA) and report the financial situation to the Governing Body each term.
- To recommend the level of delegation to the Headteacher for the day -to-day financial management of the school (£15,000).
- To vire funds, if necessary, within limits set by the Governing Body (£25,000).
- To ensure the audit of non-public funds for presentation to the Governing Body.
- To receive and where appropriate respond to periodic audit reports of public funds.



- To consider reports relating to all financial aspects of the running of the school and prepare an action plan where required, including benchmarking and financial training requirements.
- To advise the Head and Governing Body on all contracts relating to the school, especially where tenders have been sought as per the Scheme of Delegation in the Financial procedures.

Premises

- To approve the costs and arrangements for maintenance, repairs and redecoration within budget allocation.
- To consider the LA's policies on security, health and safety and recommend a policy for the school for adoption by the Governing Body.
- To ensure that the premises and any premises developments contribute to the school's Learning Improvement Plan.
- To ensure that the school grounds and premises are inspected at least annually by an appropriately qualified body and a statement of priorities for maintenance and development prepared for the approval of the Governing Body.
- To ensure that the effectiveness of the school's health and safety arrangements are monitored by an appropriately qualified body, and that periodic inspections of buildings, plant and equipment take place, and report at least once a year to the Governing Body.
- To oversee the preparation and implementation of building and site contracts.
- To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.

Personnel

- To establish and review the staffing structure for the school to meet the aims of the school, and to review the structure whenever a vacancy occurs, and at least annually in relation to the school's management team.
- To ensure that all staff have agreed job descriptions which make clear role expectations and are regularly reviewed.
- To support the recruitment and selection process as appropriate to the role level. This may include advertising, shortlisting, and/or interviewing candidates for appointment, in accordance with good personnel and equal opportunities practice, and to ensure that all contractual arrangements are in place.
- To delegate to the Headteacher the authority to make certain appointments, together with any conditions pertaining to these.
- To ensure that the school has legally compliant, sound and fair employment procedures, policies and practices, which are regularly reviewed and, where these are the responsibility of the school, make recommendations to the school regarding such procedures and policies, in particular, in relation to:
 - Discipline/Grievance
 - Redundancy
 - Staff Absence
 - Appraisal

- To ensure that the school employment policies and procedures are communicated to all staff.
- To ensure that staff engagement is reviewed on a regular basis and action on engagement taken as required.
- To attend relevant training courses and review available advice to ensure that the responsibilities above are carried out effectively.

