

The Vyne Community School

Finance and Resources (F&R) Committee – Terms of Reference 2025/26

The Finance and Resources Committee is responsible for finance, personnel, health and safety, premises and community resources.

1. Membership

Members will be appointed by the full governing body, and consist of:

- No less than six governors, including the Headteacher
- Associate Members can be appointed to the committee and given voting rights.

2. Chair

The Chair of the Committee shall be elected annually by the committee and must be a governor. The Vice-Chair of the Committee shall be elected annually by the committee and must be a governor.

Neither the Chair or Vice-Chair will be a person employed at the school.

In the absence of the Chair or Vice-Chair, the committee will elect any non-staff member to act as Chair for that meeting. Not the Headteacher.

3. Clerking

Minutes of the meeting will be taken by an appointed clerk. Regulations require the committee to appoint a clerk. In the absence of a clerk, a named person, who can be a governor, but not the Headteacher, will be appointed for the meeting.

4. Quorum

The quorum for any meeting will always be 3 governors, one of which may be the Headteacher. At least 2 must be non-staff members.

Associate Members and governors who are not elected members of the committee do not count towards a quorum.

5. Meetings and Minutes

Meetings will be held twice per term. All meeting paperwork must be sent to members of the committee at least seven days in advance of the meeting.

All Minutes must be reported to the next governing body meeting to allow discussion and questions of clarification to be asked by other governors.

6. Voting

Every question to be decided must be determined by a majority of votes of those governors and Associate Members present and voting. If there are an equal number of votes, the Chair (or the person acting as Chair), provided they are a governor, has a casting vote, that they must exercise.

The committee can only vote if the majority of the committee members present are governors. Associate Members may vote at a meeting where they do not outnumber governors.

Where a governor or an Associate Member has a pecuniary interest in a matter, they should declare it at the start of the meeting and should withdraw whilst that item is discussed.

7. Policy Review

Policies will be reviewed in line with the GB policy review schedule.

8. Responsibilities

COMMUNITY

Together with the Headteacher, ensure an innovative and sustainable community provision which meets the needs of the local community, balanced with those of the school.

- Delegate to the Headteacher approval of proposed lettings and support the Headteacher with these activities
- Ensure that all resources are used effectively and economically
- Agree the strategy for hire charges and conditions of use, having regard to other leisure facilities and community organisations in the area when setting prices (implementation and power to vary charges for different classes of users is delegated to the Headteacher).
- Monitor the 3G ATP sinking fund in line with contractual obligations and ensure compliance.
- Review operation of the 3G ATP to ensure maximum usage and make recommendations

PREMISES

Together with the Headteacher, ensure the governing body discharges its duties within the areas of responsibility identified below:

- Ascertain funding priorities necessary for safeguarding, security, maintenance, repairs and redecoration, and to approve the costs and arrangements within the budget allocation as part of the tenant's responsibilities
- Negotiate with the Local Authority concerning work to be carried out as part of the landlord's responsibilities and monitor small works contracts

- Monitor all matters relating to the maintenance, development and insurance of the premises and grounds including Health and Safety regulations
- Ensure that regular inspection of the premises and grounds takes place and relevant reporting is received by the committee
- Submit priorities and recommendations for maintenance and development to the Full Governing Body
- Monitor the school accessibility plan

HEALTH & SAFETY

Together with the Headteacher, ensure the health and safety of those using the premises, and take all reasonable measures to ensure that the premises are safe.

- Ensure the school has a Health and Safety Policy that is reviewed and updated accordingly
- Conduct an external and internal health and safety review on an annual basis and ensure action is taken on issues identified
- Ensure health and safety returns are completed on a termly basis
- Monitor to ensure that suitable risk assessments have been prepared and action taken to minimise risk
- Oversee arrangements for educational visits and ensure the school follows procedures as laid down in the Local Authority's off-site activities guidance

FINANCE

Together with the Headteacher, ensure the school operates within the requirements of the Local Authority's Financial Management Scheme and Financial Regulations, and manage any unofficial funds.

Financial Planning

- Review the annual budget plan (including Community), and recommend approval to the Full Governing Body taking into account the agreed priorities of the School Improvement Plan
- Establish a three-year budget plan taking into account the agreed priorities of the School Improvement Plan
- Make decisions in respect of Service Level Agreements and contracts
- Consider and approve recommendations on all financial aspects relating to personnel, curriculum and school premises
- In consultation with the Headteacher, agree any transfer of funds between budget areas up to £5000. Any transfer of funds above £5000 will require the approval of the Full Governing Body
- Agree delegated spending approval limits for the Committee, Headteacher and Finance Officer (as appropriate) and propose to the Full Governing Body (F&R Committee £35k, Headteacher £20k and Finance Officer max £5k)
- In accordance with the LA's financial management scheme, approve contracts to be entered, within the above spending limits

Financial Monitoring

- Monitor income and expenditure against budgeted plans and report half termly to the governing body
- Review and manage the school budget
- Consider, and approve, any proposed revisions to the budget plan
- Approve any budgetary adjustments that will be required from time to time in response to the evolving requirements of the school
- Monitor service level agreements and contracts ensuring appropriate scrutiny is carried out by the school to ensure value for money for services
- Review comparative financial statistics presented by the Local Authority and obtained from the DfE benchmarking website
- Keep an up-to-date register of interests for governors, the Headteacher and any staff member with budget management responsibilities
- Ensure that the financial implications of staffing decisions are explicitly identified, understood and budgeted for by the governing body.

Schools Financial Value Standard (SFVS)

- Review the school's self-assessment in preparation for the annual return
- Complete the annual SFVS return by 31st March and ensure it is submitted to the Local Authority

PERSONNEL

Together with the Headteacher, ensure the school staffing supports its aims and ethos and is affordable.

- Monitor and ensure compliance with legislation and best practice regarding staffing matters as outlined in the LA Manual of Personnel Practice
- Receive and review the staffing structure, at least annually, in consultation with the Headteacher
- Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- Approve the school pay policy annually (delegated from the full governing body)
- Review staff attendance and absence and the impact on budget
- Monitor the implementation of the Performance Management policy for teachers and support staff, including continuous professional development
- Delegate to the Headteacher the authority to dismiss staff

Approved by FGB on 1st July 2025.