Terms of Reference for the Finance, Resources, and Risk Committee (including Safeguarding)

Mission Statement



Our mission at St Elizabeth's Catholic Primary School, a member of Christ the Redeemer Catholic Education Trust, is to educate our children to reach their full potential in the context of a Catholic community in which each individual shares, or is in sympathy with, the teachings of the Catholic Church and the Christian way of life.

Our core values of **equality, excellence, kindness, forgiveness, perseverance, friendship, courage, service** and **respect** were chosen by our pupils to be the overriding principles to which the whole school aspires, together with our golden rule, "Love one another as I have loved you" *John 13:34.*

We seek to make St Elizabeth's School a secure, happy and inclusive environment that is a place:

- of the highest quality teaching and learning;
- of compassion, co-operation and reconciliation;
- where each child is seen and appreciated as a unique individual;
- in which every child's talents are developed and their needs met;
- where mistakes are learning opportunities;
- in which all children are empowered to keep themselves safe and healthy;
- where endeavour and excellence are encouraged and celebrated;
- in which cultural diversity is respected and valued;

We value worshipping and celebrating together, sharing our Christian witness and drawing strength from and serving our local parishes and the wider community.

Constitution:

The Membership of the Committee, and the clerk, will be as agreed at the Autumn Term Governors' Meeting. *A quorum will be at least three Governors.*

The Chair of the Committee will be elected by the whole Governing Body at the Autumn Term Governors' meeting.

Terms of Reference - Finance:

1	To prepare the annual school budget for ratification by the full Governing Body, having taken account of the priorities determined by other committees and set down in the School Improvement Plan.
2	To have authority to vire between headings during the financial year as the need arises, providing this does not result in any overspend at the end of the financial year. The virement limit to be £10,000. Requests above this limit have to be agreed by the full Governing Body. The virement limit to be agreed by the full Governing Body at their Autumn meeting every 3 years.
3	To recommend to the full Governing Body the level of financial authority to be delegated to the Headteacher for the day-to-day management of the school and to keep this reviewed annually (at the Autumn Governors' meeting).. The Headteacher's limit to be £2,000. Amounts above this up to the Finance Committee's limit to be referred to the Finance Committee. Amounts above the Finance Committee's limit to be referred to the whole Governing Body for approval.
4	To have authority to agree the use of any sums held in contingency / reserve having regard to the priorities established in the School Improvement Plan and up to a limit of £10,000.
5	Following Staffing, Pay and Performance Committee recommendations, the Chair of Governors will sign

	off on all teacher salary increases, including those that follow performance management reviews.
6	To receive and review regular monitoring reports from the Headteacher that show actual and committed spend with outturn forecasts and report back to the full Governing Body at their termly meeting. To recommend corrective/remedial action where significant variances from planned income/expenditure arise
7	To arrange for an independent examination of all Voluntary School Funds to take place at least once in every twelve months and to ensure that a certificate of independent examination is presented to the Governing Body. ***{Spring term meeting each year}***
8	To give due consideration for meeting the requirements set out in the Schools' Financial Value Standard (SFVS) & to approve and sign the Statement annually *(Spring Term).*
9	To ensure that the latest Financial Regulations and Instructions as published by the Local Authority (found in the LMS Handbook Section) are followed carefully within school and that any recommendations from the Audit Report are fully implemented.
10	To prepare and review a Charging Policy for the school. ***{Spring term meeting each year}***
11	To ensure Minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to Governors.
12	To consider all spending decisions in the light of their intended impact on Quality of Education and to keep the impact of spending decisions under review, as well as the evaluation of their impact.

Terms of Reference - Safeguarding:

1	Ensure that the school is compliant with all statutory requirements for Safeguarding and the requirements of the most recent edition of Department for Education's 'Keeping Children Safe in Education', ensuring that these are all implemented (including the school website) and that best practice is the school's standard for Safeguarding, and that staff and Governors are trained annually.
2	That the school has its own robust Safeguarding and Child Protection policy which is reviewed annually or more frequently if circumstances require.
3	To receive reports on the school's Safeguarding CPD (training) provision for all staff at least annually and to ensure appropriate training for governors.
4	To have a named governor who is responsible for Safeguarding, who undertakes Safeguarding checks including review of the Single Central Record (SCR), and who is publicised in their role and who liaises with the school's Designated Safeguarding Lead (DSL). The Single Central Record is checked at least once a term and randomly beyond this.
5	Ensure that reports on levels of Safeguarding concern and activity are received at each Committee meeting and at full Governing Body meetings.
6	Ensure that an annual Safeguarding report and review are received by the Committee annually and are supported by an action plan, monitoring and evaluation.

Terms of Reference – Premises and Health & Safety:

1	Undertake Health and Safety walks at least six monthly by nominated Committee members, and to apprise the Committee regarding the state of premises and Health and Safety compliance. Reports to be made to the Committee and, as appropriate for significant matters to the full Governing Body.
2	Ensure that action is taken by school wherever improvements are needed in order to keep the fabric of the buildings and grounds in good order, to be supportive of the curriculum and to maintain Health and Safety.
3	To ensure that the budget reflects premises and Health and Safety needs and that bids are made to the Diocese or other agencies where possible.
4	Ensure that statutory requirements for Health and Safety are met and that a suitable, safe and high quality learning environment is provided for pupils, as well as a suitable working environment for staff, volunteers and other visitors.
5	To receive a report on accidents of concerning lapses in Health and Safety practice or failure to meet expected standards in Health and Safety behaviour.