



Terms of Reference Strategic and Finance Committee

Strategic and Finance Committee Terms of Reference

Name of school:	Stonehouse Park Federation
Name of committee:	Strategic and Finance
Date agreed:	November 2022
Review date:	30th November 2023

Clerk:	Sarah Reis
Membership:	Five members, subject to annual review. The Head Teacher will automatically be a member
Quorum:	At least 2 members of the committee who are not members of staff.
Meetings:	At least termly

This document refers to Stonehouse Park Federation which includes Park Junior School, Stonehouse Park Infant School and Nursery.

This committee is responsible for overseeing the delivery of the school strategy, and to challenge the HT and senior leaders on the strategic and financial aspects of the Federation.

The committee has responsibility delegated by the governing board to:

Finance

1. review an annual budget, ensuring resources are allocated in line with the Federation's strategic priorities , **development plans** and curriculum plans prior to presentation to FGB by HT/ Business Manager
2. maintain a realistic three-year financial plan, which takes into account the **Federation's** vision, known risks and opportunities
3. monitor actual income and expenditure at least once a term against the approved budget
4. ensure that sufficient funds are allocated for staff pay increments

5. report back to each meeting of the full governing board.
 6. monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
 7. review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation)
 8. approve expenditure and virements of sums over **£8000**– sums below this amount are delegated to the headteacher
 9. undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS
 10. ensure local authority financial procedures are complied with
 11. receive and act upon any issues identified by a local authority audit
 12. ensure that the Federation follows basic procurement rules and achieves best value for money when acquiring goods and services
 13. assess the Federation insurance cover to ensure that it provides adequate protection against risks
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Staffing

14. review the staffing structure of the Federation at least annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable
 15. Review applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests) in collaboration with operational decisions made by the Head Teacher
 16. Review staff work-life balance, working conditions and wellbeing
 17. oversee the operation of the appraisal policy, including making arrangements for the headteacher's performance management
 18. review pay decision data to ensure that pay increments are awarded fairly
 19. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice
 20. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
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Premises, health and safety

21. ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance [Keeping Children Safe in Education](#)
22. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
23. monitor the completion of actions and recommendations arising from risk assessments

24. review the school's accessibility plan
25. receive an annual health and safety audit report and monitor any arising actions
26. receive a regular report on accident statistics, near misses, incidents of violence or aggression
27. ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
28. ensure that inspections of the school site, buildings and equipment take place (annually or at **recommended** intervals), and a report is received identifying any issues
29. monitor the health and safety training that staff and governors undertake
30. review, adopt and monitor all policies delegated by the board

Delegated policies

Policies (that may be delegated to the Strategic and Finance committee to review) include:

- *Finance*
- *Health and safety*
- *Charging and remissions*
- *Data protection/GDPR*
- *Governor allowances and expenses*
- *Policies that relate to premises management*
- *All policies relating to HR/Wellbeing*