



St Martin's Schools Finance and Resources Committee Terms of Reference

AIM

The aim of this committee is to ensure that the provision of assets and infrastructure to support teaching and learning is monitored and reviewed and to ensure that the progress on priorities as defined by the School Improvement Plan are monitored.

MEMBERSHIP

Membership of the Finance and Resources Committee shall be no fewer than three governors. Any member of the Governing Body is welcome to attend any committee meeting, but only the members of the committee are entitled to vote. From time to time, as the need arises, the committee may invite advisors, either from staff from within the school or external, to attend meetings.

QUORUM

Three governors or 50% of the membership, whichever is the greater, must be present for the meeting to be quorate.

MEETINGS

Termly, unless otherwise agreed by the members of the committee, as necessary.

TERMS OF REFERENCE

The Committee has delegated responsibility to:

- a) Ensure resources are available to achieve School Improvement Plan targets.
- b) Review and monitor those areas of Self Evaluation related to the work of the committee.
- c) Review and monitor the implementation of policies listed in the School Policy Review Schedule (SOD Appendix 2).
- d) Review in detail the school's performance data related to the work of the committee.
e.g. Financial Benchmarking, financial impact of absence and staff turnover, Accidents reported and Maintenance.
- e) To review the financial impact of the staffing structure and staff attendance/absence and job profiles in line with the needs of the school on a regular basis.
- f) Review stakeholder feedback related to work of this committee as appropriate.
- g) Review three year revenue and capital budgets and present to the Governing Body for their consideration and recommendation to the trustees.
- h) Monitor income and expenditure against budgets and formally report to the Governing Body at least once per term.
- i) Review Strategic Premises Planning and ensure that the school has a current Premises Management Plan in line with DfE guidance.
- j) Review strategic IT Infrastructure Management
- k) To ensure the school provides a safe and secure environment through monitoring of strategic soft facilities management/contracts.
- l) To ensure the school meets the statutory Health and Safety regulations
- m) To ensure the school is compliant with statutory guidance on GDPR/data management through monitoring of termly GDPR reports
- n) To review impact of marketing, school lettings and numbers on roll

Signed: **Date:**