

GOVERNORS' SITE & FINANCIAL MANAGEMENT (SFM) COMMITTEE

TERMS OF REFERENCE



Membership

The SFM Committee comprises of: M. Ziane (Headteacher), L. Feeley (Co-opted Governor), R Puttnam (Co-opted Governor), H. Samatar (Parent Governor), S. Iqbal (Parent Governor)

The Chairperson of this Committee is Mr R. Puttnam; when the Chairperson is absent, members of the Committee present will elect an acting Chairperson. The Chairperson must be a governor and ideally will not be employed at the school.

Quorum

The meeting may go ahead with three governors present (including the Headteacher). In order for decisions to be made, two governor members of the Committee (who are not employed at the school, excluding the Headteacher) need to be present.

Meetings

The Committee shall meet as necessary, ideally 3 times per year, but not less than once each year.

An agenda will be circulated at least 7 days before the Committee's meeting date.

Each meeting of the Committee will be minuted. These minutes will record any decision taken by the Committee. A verbal report will be made at the next full Governing Body meeting. Approved minutes will then be circulated to all members of the Governing Body. The authorised minute taker is Mrs P. Thornton. If she is not available then another member of the Committee will take minutes.

Responsibilities

The Governing Body delegates the following responsibilities to the Committee:

SITE (BUILDINGS AND PEOPLE)

- a) Ensuring the school site is safe and meets all health and safety requirements, through monitoring and evaluation of school policies and procedures, in the areas of fire safety, safeguarding & child protection, First Aid, risk assessment, accidents/incidents, staff and pupil well-being.

Ensuring the sound, proper and effective use of the financial resources of the school

- b) Ensuring that an adequate proportion of the school's annual delegated budget is available to deal maintain the school site to high standard.
- c) Prioritising works as part of the SDP, which may include agreeing a rolling programme of building upgrade and redecoration, planning for any major refits or refurbishment.
- d) Ensuring Schools Financial Management Standards are followed in accordance with the 'Levels of Financial Delegation' and Best Value Policy.
- e) Monitoring spending and the impact it has on the school site.
- f) Establishing and reviewing the school's staffing structure to ensure it is fit for purpose.
- g) Ensuring the school is Data Protection (GDPR) compliant.
- h) Monitoring and evaluating the effectiveness of the school's IT network, systems and resources.

FINANCIAL MANAGEMENT

- i) Setting the school's budget for approval by the Full Governing Body at the start of the financial year.
- j) Monitoring spending against the budget and evaluating impact.
- k) Approving virements of funds between different areas of the budget.
- l) Ensuring the school follows the principles of the Schools Financial Value Standards including the Summary of Levels of Financial Delegation.
- m) Setting levels of charging for lettings.
- n) Monitoring the school fund account.

Review

These Terms of Reference will be reviewed annually or when a change is required.

Signed: _____ (Chair of Committee)

Date: _____