



Middlewich Primary School  
2021-2022



**Safeguarding, Finance & Staffing Committee: Terms of Reference**

<b>Membership:</b>	The committee shall consist of not less than five governors. Membership should include the Headteacher and at least two non-employees. The committee may make recommendations to the governing body for co-option of non-governor members and advise whether or not such members should be given a vote.
<b>Quorum:</b>	Four governors including two governors who are not employees of the school.
<b>Meetings:</b>	At least once per term and more frequently if deemed necessary by the majority of members.
<b>Chair &amp; Vice Chair:</b>	Both to be non-employees and to be elected by the committee members.
<b>Accountability:</b>	The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

**Terms of reference:**

- to oversee the strategic framework, established by the governing body, within which the Headteacher and staff run the school and to focus on standards and school improvement.
- to contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Development & Improvement Plan relating to the leadership, finance, staffing, premises and health & safety; and the maintenance of a quality learning environment.
- to establish, monitor the impact of, and keep under review, all the school's plans, policies and procedures relating to leadership and management, staffing, finance, and premises - including letting
- to review all evidence related to teaching, learning and assessment in order to support decisions regarding performance management
- to draw up the annual budget for approval by the full governing body and submission to the LA in line with statutory guidance and timescales
- to monitor and evaluate expenditure of all monies generated by the school including devolved capital funding, grants and unofficial funds, and ensure that spending provides **best value** and is linked to the school's agreed priorities, including on-going maintenance, repair and improvement work
- to ensure that the Governing Body, Headteacher and relevant staff are managing finance in accordance with the school's Scheme of Financial Delegation & Control and the Council's Standing Orders, Financial Regulations for Schools and the School Financial Regulations and Guidance including compliance with all the requirements of the School's Financial Management Standard.
- to provide financial information to the LA as required and respond to recommendations made by the City Treasurer following internal audit of the school
- to appoint independent auditors to audit unofficial funds and submit audited accounts annually to the governing body for information
- to ensure that all insurances provide adequate cover
- to maintain a Register of Pecuniary Interests of governors and members of staff with financial responsibility
- to take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk, and that security measures for the protection of personnel and premises are effective, making recommendations for improvement as necessary
- to ensure that a member of staff responsible for Health & Safety is appointed as required and that they receive the necessary support and training in their role
- to oversee the letting and use of the premises and ensure that facilities are appropriately resourced
- to liaise with, consult with, and provide information to, parents and the wider community on matters relating to the environment, security, health and safety and use of community facilities as necessary