

Website information for Committees - Health & Safety and Finance Committee Remit and Membership

<b>Name of Governor</b>	<b>Type of Governor</b>	<b>Role ie Chair / Vice Chair</b>
<b>Sabrina Smith</b>	<b>Parent</b>	<b>Chair</b>
<b>Michelle White</b>	<b>Co-opted</b>	<b>Vice Chair</b>
<b>Allison Jackson</b>	<b>Parent</b>	
<b>Alison Healy</b>	<b>Foundation</b>	
<b>Rosie Siddans</b>	<b>Parent</b>	
<b>Sam Eden</b>	<b>Executive Headteacher</b>	

Membership -To comprise the Head teacher (or Acting Head/ Senior Teacher is Head Teacher is absent) and five other governors including the Safeguarding/Child Protection Governor.

Quorum - Three Governors shall be present to ensure meetings are quorate.

Meetings -Five scheduled meetings a year. Additional meetings may be scheduled, if required.

Voting Procedure - Every item must be determined by a majority of those members present. If there is an equal number of votes, the Chair has a casting (second) vote.

Procedure for Election of Chair - Annually, a Chair shall be elected by the Committee. Those standing for election shall withdraw from the meeting when a vote is taken. The Head teacher and staff governor cannot be elected as Chair. The term of office for the Chair shall be one year.

Terms of Reference

1. To present a draft budget for the next financial year for approval by the full Governing Body taking into account the school development plan and agreed staffing structure.
2. To monitor the schools income and expenditure throughout the year and report the financial situation to the governing body each term.
3. To monitor compliance to the levels of financial delegation in relation to the maximum value of a single transactions, awarding of contracts and the maximum value of virement as outlined within the Finance Policy.
4. To recommend the level of financial delegation to the head teacher in respect of expenditure and virement and reflect the outcomes within the finance policy.
5. To monitor the school systems against the schools' Statement of Internal Controls document.
6. To ensure that the school carries out its tendering and procurement process in line with the school's agreed financial policy.

7. To monitor contractual arrangements in respect of items approved by the Governing body in accordance with Lincolnshire County Council requirements.
8. To consider proposals involving additional expenditure for other committees and report to the Governing body in line with delegated responsibilities within the Finance Policy and to ensure that Value for Money is considered at all times.
9. To consider and to seek professional advice where appropriate on any matters involving finance or financial management referred by the Governing body.
10. Ensuring accounts are properly finalised at year end/ reviewing outturn.
11. Evaluating the efficiency and effectiveness of financial decisions in line with the school's Best Value Statement
12. Monitor the administration and audit of voluntary funds.
13. To consider audit reports from LCC and present recommendations to the Governing body for action.
14. To ensure that the requirements of the schools financial value standards are met.
15. To make periodic inspections on the condition of the premises in relation to safeguarding, health and safety and fire safety matters.
16. To have an oversight of the premises in relation to suitability and development for the schools' needs.
17. To monitor and ensure satisfactory arrangements are in place for maintenance, repairs and redecoration programme.
18. To monitor the appropriateness of the Building Development and Refurbishment plan which is controlled by LCC.
19. To review an accessibility plan.
20. To monitor and review all safeguarding policies and procedures within the school.
21. To ensure appropriate security measures are in place for both premises and safety of staff and pupils.
22. To monitor and review all health and safety and fire safety policies and practice within the school.
23. To review and contribute to any policies and school processes in relation to the remit of this committee
24. To monitor staffing structures and be responsible for the appointment of staff (except head teacher in collaboration with the Curriculum Committee.
25. Monitor the effect of the pupil premium on the progress and educational attainment of those pupils for whom the funding was allocated.
26. To monitor the effectiveness of the sports' premium and its impact on children in school.
27. Monitor the school's responsibility to promote Community Cohesion.
28. Review the progress and impact of the Achieving Quality Together (AQT) collaborative partnership.
29. Review and contribute to the information available on the school website.
30. Review and monitor the impact and effectiveness of food in school.

**Statutory Policies and Duties and Key Tasks Delegated to Health Safety & Finance Committee**

Safeguarding/ Health & Safety/ Fire Safety:			
Disability Discrimination Scheme	Administration of medicines	Anti Bullying	Asthma
Central record of recruitment and vetting checks	Child Protection and safeguarding	Data Protection	E Safety
Education visits	Food Policy	Guidance for volunteers working in school	Health & Safety policy
Looked after children	Positive Handling	Photography	Pupil Welfare/confidentiality
Race Equality	Risk Assessments	Safe recruitment	No Smoking
The Prevent Duty			
<b><u>Financial</u></b>	Asset Management Plan	Charging	Finance
Governors allowances	Review of Staffing Structure	Scheme for financing in schools	Teacher's pay and conditions
<b><u>Leadership and Management</u></b>	Community Cohesion	Complaints	Critical Incident
Equal Opportunities	Freedom of Information Publication Scheme	Pupil Premium	Sports Premium
School discipline, conduct & grievances procedure	Staff sickness and leave of absence	Whistleblowing	Whole School Food