Ireby Church of England Primary School

Vision – **'Created to do good'** – Ephesians 2:10

Terms of Reference – Finance, Staffing, Safeguarding and Health & Safety Sub-Committee

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Approved by:

Michael John
Head Teacher: Date: 16/01/2027

Philippa Irving
Chair of Governors: Date: 16/01/2027

Next review date: 16/01/2028

Terms of Reference must be reviewed by the full governing body, annually.
It is a requirement for this document to be published on the school website.

REVIEW SHEET

Each entry in the table below summarises the changes made to this document since the last review.

Version Number	Version Description	Date of Revision
01	National Governance Association (NGA) template – personalised for Ireby School. Approved at Governors meeting on 23/03/2023.	28/03/2023
02	NGA template checked & remains the same, Ireby document checked & also to remain the same.	17/01/2024
03	Amended to say that it is a requirement for this document to be displayed on the school website.	28/01/2024
04	Reviewed by governors – no changes	16/01/2025
05	Reviewed by governors – no changes	16/01/2026
06	Reviewed by governors – no changes	16/01/20267

TERMS OF REFERENCE – FINANCE, STAFFING, SAFEGUARDING AND HEALTH & SAFETY SUB-COMMITTEE

Name of school	Ireby Church of England Primary School.
Name of committee	Finance, Staffing, Safeguarding and Health & Safety Sub-Committee.
Chair of committee	Will be appointed annually – normally at the first meeting of the Sub-Committee.
Clerk	The Clerk to the Governors will act as clerk to this Sub-Committee.
Membership	Five governors, to include: • The Chair of Governors; • The Head teacher; and • 3 other governors. *Note: Membership may include Associate Members but – for voting purposes – a majority of Sub-Committee members should be governors.*
Quorum	3 Governors. *Note: The quorum for a sub-committee meeting is 3 governors (these must be governors and not Associate Members) who are members of the committee, or half the committee membership if membership is greater than 6.*
Meetings	Three times per year. (Normally once per term.)
Accountability	The full Governing Body remains accountable for any decisions, including those relating to functions delegated to any sub-committee.

The Finance, Staffing, Safeguarding, and Health & Safety Sub-Committee has delegated responsibility to:

1.1 Finance

1. review an annual budget, ensuring resources are allocated in line with the school's strategic priorities and curriculum plans;
2. maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities;
3. present an annual budget to the full governing body for approval;
4. monitor actual income and expenditure at least once a term against the approved budget;
5. benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency;
6. ensure that sufficient funds are allocated for staff pay increments;
7. report back to each meeting of the full governing body, alerting them to potential problems and significant variations to the approved budget at the earliest opportunity;
8. 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;
9. review and approve any adjustments to the school's approved budget (subject to the local scheme of delegation);
10. approve expenditure and virements of sums over three thousand pounds – sums below this amount are delegated to the headteacher;
11. undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS) and undertake actions identified as part of the SFVS;
12. ensure local authority financial procedures are complied with;
13. receive and act upon any issues identified by a local authority audit;
14. ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services; and
15. assess the school's insurance cover to ensure that it provides adequate protection against risks.

1.2 Staffing

1. review the staffing structure of the school annually, ensuring that it meets the requirements the school development plan, the curriculum and is affordable;
2. consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests);
3. review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates;

4. oversee the operation of the appraisal policy, including making arrangements for the Head teacher's performance management;

5. review pay decision data to ensure that pay increments are awarded fairly;

6. ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice; and

7. monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.

1.3 Safeguarding

1. 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.

1.4 Premises, health and safety

1. ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances;

2. monitor the completion of actions and recommendations arising from risk assessments;

3. review the school's accessibility plan;

4. receive an annual health and safety audit report and monitor any arising actions;

5. receive a regular report on accident statistics, near misses, incidents of violence or aggression;

6. 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;

7. ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report is received identifying any issues; and

8. monitor the health and safety training that staff and governors undertake.

Note: School policies will be approved by the Full Governing Body, not by individual Sub-Committees.