

Western Learning Federation. Resources and Health and Safety Committee Terms of Reference

Aim

To consider and advise the Governing Body on strategies relating to all aspects of finance, HR, staffing, health and safety and estates matters.

Role and Purpose

The panel will also consider the following:

HR, staffing and Finance

- To consider and advise the Governing Body on strategies relating to all aspects of finance.
- To consider and advise the Governing Body in relation to decisions required on the annual estimates of income and expenditure.
- To manage resources in an effective and efficient manner.
- To agree a framework and level of charges payable to the school for the use of school premises where appropriate and annually review all charges levied by the school.
- To oversee longer term financial planning and resourcing in the context of the School Improvement Plan and of the policies and objectives of the school, and to advise the Governing Body thereon, as appropriate.
- To ensure that expenditure of the school's finances reflects the School Improvement Plan, where appropriate.
- To prepare and agree a financial statement that will comprise part of the Annual Report to Parents, and to present it at the Annual Parents Meeting.
- To meet jointly with the Staffing Committee when required to form a Staff Pay/Performance Committee. This would discuss and decide upon salary awards to teaching staff.
- To provide guidance and assistance to the Executive Headteacher and the Governing Body in any matters relating to the Governors' financial responsibilities.
- To monitor spending against budget during the financial year on a regular termly basis and to report on significant issues to the Governing Body.
- To authorise expenditure between £10001 and £15000
- To authorise virement of monies (i.e. switches between budget headings) within the approved budget where the sum exceeds £ 10001 but is less than £ 15000.
- To make recommendations to the full Governing Body on any proposed virement greater than £ 15001.
- To ensure that all contracts between £ 3001 and £ 10000 are arranged and managed in accordance with the procedures outlined in the Schools' Contract Guidance Notes.
- To oversee the strategic planning of the school's finances in the medium term in line with trends in numbers on roll.

Health and Safety and Estates

- To consider and advise the Governing Body on strategies relating to all aspects of estates and health and safety.
- To consider and advise the Governing Body in relation to decisions required to estates and health and safety.

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- To provide quality assurance to all Health and Safety and Estates matters
- To provide decision making and making on school buildings and external hire
- To support the operational activity of a 52 week building offer
- To agree membership and delegated responsibilities which provide clarification across integrated services.
- To agree any resource commitment associated with development areas prioritised.
- To provide recommendations to proposed changes or areas of development to the Governing Body
- To provide consistent representation of each stakeholder agency.
- To consider areas of risk and mitigation within service areas which may impact on stakeholders.
- To review the Health and Safety and Estates Panel minutes
- To provide a termly report to the Governing Body on Health and Safety matters
- To represent the Federation in meetings and decision making
- To support the development of the multi-agency across the Federation

Governance

The Committee will provide updates to the Western Learning Federation Governing Body.

Membership

Membership Appendix proposal attached.

Chair

The meetings are to be chaired by Amanda Coffey;
with a nominated Governor as Vice Chair in the Chair's absence

Frequency of Meetings

The meetings will be hold two meetings each half term, with email communication between meetings for any urgent responses required from members.

Meetings will be held on Microsoft Teams, with alternative venues available should it be required.

Communication

The Executive Headteacher, Deputy Executive Headteacher and Business Manger will be the first point of contact for all financial matters before wider circulation to members of the panel, five days later.

Duration

It is anticipated that the panel will continue to meet throughout the academic year

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Appendix one- Membership

Name	Role / Team
Amanda Coffey Chair	Governor, Western Learning Federation
Wayne Murphy	Executive Head Teacher, Western Learning Federation
Rachael Faulkner	Deputy Executive Headteacher, Western Learning Federation
Robert Monteith (Observer)	Business Manager, Western Learning Federation (Observer)
Biance Rees	Chair of Governors, Western Learning Federation
Doug Corp	Vice Chair of Governors, Western Learning Federation
Andy Kreppel	Governor, Western Learning Federation
Beth Jones	Clerk to Governors

- Ratified by Governors:
- Date Reviewed:
- Date for Review:
- Date Published:

Monitoring of the Policy

Signed:

Chair of Governors

Date:

18/10/24

Signed:

Executive Headteacher:

Date:

24/10/24