



THE TERMS OF REFERENCE

TITLE	THE ASSETS COMMITTEE
PURPOSE	<p>WORKING IN PARTNERSHIP WITH THE HEADTEACHER TO BE RESPONSIBLE TO THE GOVERNING BOARD FOR –</p> <ul style="list-style-type: none"> ➤ THE SCHOOL'S ASSETS, viz, THE WHOLE SCHOOL STAFF, THE BUILDINGS AND GROUNDS, AND THE ALLOCATED BUDGET ➤ FORMING A SUB COMMITTEE TO DEAL WITH SPECIFIC ISSUES RELATING TO THE BUDGET, BUDGET SETTING, PAY AND THE HEADTEACHER'S PERFORMANCE APPRAISAL ➤ ENSURING THAT THE SCHOOL TAKES ALL REASONABLE STEPS TO MAINTAIN THE SCHOOL'S BUILDINGS, GROUNDS, EQUIPMENT AND MATERIALS IN A SAFE CONDITION AND DOES NOT CONTRAVENE HEALTH & SAFETY REGULATIONS.
MEMBERSHIP	<p>Not less than four named governors, elected annually by the Governing Board</p> <p>The Assets Committee shall select three Governors from within its membership to form a Pay Committee. The Headteacher shall attend the Pay Committee in an advisory role.</p> <p>The Assets Committee shall select two Governors from within its membership to work with the School Improvement Associate [SIA] in undertaking the Headteacher's Annual Performance Appraisal.</p>
QUORUM	Three members, including the Headteacher
CHAIR	To be elected at the first meeting in the academic year
VOTING	Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.

FREQUENCY	<p>The Assets Committee shall meet at least once per term.</p> <p>The Pay Committee shall meet as and when required by statute.</p> <p>NB: The School Governance [England] Regulations 2013, allow for alternative arrangements to be made for Governors to participate in or vote at meetings, including by telephone or video-conferencing.</p>
REPORTING PROCESS	<p>Written minutes to be produced and presented to the next meeting of the full Governing Board</p>

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A FINANCE
<p>To –</p> <p>Oversee, monitor and review the school’s –</p> <ul style="list-style-type: none"> ➤ revenue and capital budget at periods 6, 9, and at year end, bringing any major variations/discrepancies to the immediate attention of the Governing Board, and routinely reporting to the next meeting of the Governing Board ➤ use of devolved formula capital funds ➤ adherence to financial policies and procedures, the scheme of financial delegation, and Wirral Council’s Standing Orders ➤ income generated by the school,[including grants, voluntary and unofficial funds] ensuring that expenditure provides best value and is linked to the school’s agreed priorities ➤ improvement plan [financial aspects]. <p>Determine the school’s –</p> <ul style="list-style-type: none"> ➤ annual budget for ratification by the Governing Board and submission to the Local Authority in line with statutory guidance and timescales ➤ limits of authority for the Governing Board, the Assets Committee and the Headteacher, and for virement between budget headings ➤ limit for the petty cash account and levels of expenditure for transactions <p>Make recommendations to the Governing Board on the revenue and capital expenditure based on best value principles.</p> <p>Consider submissions by the Standards Committee for the allocation of resources.</p> <p>Make adequate financial provision to –</p> <ul style="list-style-type: none"> ➤ to meet the needs of children with special educational needs and disabilities [SEND],for children looked after and for disadvantaged children

- **maintain the school premises, grounds, equipment and materials to a safe standard.**
- **monitor expenditure on ongoing maintenance, repair and improvement work and assess value for money**
- **ensure the school obtains value for money for all environmental contracts, [including those awarded on its behalf by the Diocese and/or Wirral Local Authority.**
- **advise the Governing Board on support services and contracts, including service level agreements, curriculum support, supply insurance, staff development and absence insurance cover, based on good value for money and fitness for purpose**
- **approve and monitor the effectiveness and value for money for all service level agreements/contractual arrangements with Wirral and Cheshire West & Chester local authorities via Edsential and other external organisations ensuring good value for money and fitness for purpose**
- **review and oversee the Lettings Policy, approve the lettings and use of the premises by external organisations, monitor income received, and ensure the facilities are appropriately resourced.**
- **receive an annual report and audit certificate for the School Fund account from the independent auditor appointed for the purpose and submit the report and certificate to Wirral Local Authority**
- **ensure that all recommendations arising from the Local Authority's audit of the effectiveness of the school's financial procedures and controls are addressed promptly.**
- **respond to the SFVS questionnaire and submit to the Local Authority by 31 March each year.**
- **receive regular reports from the Headteacher on the use of the Pupil Premium and the PE/Sports Grant.**

B PERSONNEL

To –

- **ensure that all personnel matters are dealt with in accordance with employment law, equal opportunities and agreed procedures and that no member of staff or job application encounters direct or indirect discrimination or receives less favourable treatment because of his/her sex, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sexual orientation, race, age, disability, trade union affiliation or politically related activities**
- **receive recommendations from the Headteacher on a staffing structure that meets the needs and aims of the curriculum and is within the school's budgetary allocation**
- **ensure that the costs of new appointments and awards remain within the school's budgetary allocation**
- **review the staffing establishment in conjunction with the period 3, 6 and year end budget reports, and make timely adjustments to avoid a**

potential deficit arising

- **form a Pay Committee from within the membership to receive the Headteacher's report on the outcome of performance appraisal for each member of staff with recommendations for pay progression;**
- **submit an anonymised Summary of Performance to the next meeting of the Governing Board.**
- **ensure clear job descriptions exist and are issued to all members of staff**
- **ensure that staff selection procedures conform to safeguarding and safer recruitment practices and that at least one member of a recruitment panel has successfully completed Safer Recruitment training.**
- **support the Headteacher as necessary in the recruitment and appointment of staff**
- **ensure that continuing staff development is linked to the school's agreed priorities**
- **monitor staff absences and consider requests for leave of absence that do not fall within the remit of the Headteacher**
- **monitor and support the Headteacher's work/life balance and wellbeing.**

C PAY

To adhere to Wirral's guidelines on the Whole School Pay Policy and Appendices agreed with the Teachers' Professional Associations and Support Staff Trade Unions as adopted by the Governing Board.

D HEALTH AND SAFETY

To -

- **review and monitor the school's service level agreements/contractual arrangements with the LA and its trading partners and other external organisations in relating to insurance cover and the maintenance of the building, grounds and equipment, ensuring they are fit for purpose and deliver good value for money**
- **make recommendations to the governing board for revenue budget and capital expenditure based on best value principles**
- **monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money**
- **ensure that the school obtains value for money in relation to all environmental contracts [including those awarded on its behalf by the Diocese and the LA. Liaise with contractors, the Diocese and the LA as necessary.**
- **oversee the school's Lettings Policy and inspect the premises/facilities regularly to ensure they are used appropriately, are properly resourced and comply fully with Health & Safety legislation.**
- **nominate from within its membership a Governor with the required expertise or interest to be the Health & Safety Governor.**
- **elect a Health & Safety Governor from within its membership to carry out**

regular Health & Safety inspections of the premises, identify potential issues before they become a major cause of concern, and report back regularly to the Assets Committee.

E GENERAL

To -

- **have a strong baseline knowledge of the school's data protection duties**
- **ensure that the school's data processing complies with the General Data Protection Regulation [GDPR]**