

# Finance, Personnel & Premises Committee

## Terms of reference

*(these terms should be read in conjunction with the terms that apply to all committees)*

### Membership

Membership is as set out in the General Terms and Guidelines for Committees of the Governing Body.

### Duties delegated to this committee:

#### Financial policy and planning

- To provide guidance and assistance to the Headteacher and the FGB in all matters relating to budgeting and finance.
- To review, adopt and monitor the Financial Regulations and Scheme of Delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional finance-related policies identified within the school's policy review programme and in accordance with its delegated powers, including a charging and re-missions policy.
- To establish and maintain a three year financial plan, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information (including personnel & premises).
- To consider a draft and propose to the FGB for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy.
- To agree action plans and monitor how school premiums are spent (eg PE & Sports Premium, Pupil Premium)
- To make decisions on expenditure following recommendations from other committees.
- To make decisions in respect of service level agreements.
- To ensure contracts are entered into in accordance with the financial limits agreed by the FGB

#### Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, ensuring that all financial transactions are conducted in accordance with financial regulations and good practice as directed by the LA, and that best value is achieved.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the FGB and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school and report to the FGB.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To recommend, and monitor, any remedial action identified as part of the SFVS.
- To recommend, and monitor, any remedial action identified by a local authority audit.
- To ensure that non-public funds (eg school private funds), if used, are accounted for clearly.

## Personnel

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school, and keep under review the overall staffing structure in consultation with the headteacher
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To review annually the Pay Policy for all categories of staff, ensuring that it meets the School's needs for the recruitment, retention and development of staff, and make recommendations on its adoption to the Full Governing Body.
- To review annually the Performance Management (Appraisal) Policy for all categories of staff, and approve its adoption.
- To consider the report and recommendations of the Headteacher's Performance Management Group following the annual appraisal/performance management process; and determine whether or not to increase the pay of the Headteacher.
- To consider the representations from the Headteacher, in the event that they disagree with the decision about their pay award, in accordance with the appeals procedures outlined in the Pay Policy.
- To annually review procedures for dealing with staff conduct, discipline and grievances and make recommendations to the FGB for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To dismiss, suspend or end the suspension of the headteacher
- To recommend to the FGB staff selection procedures, ensuring that they conform with safer recruitment practice, and to monitor and review these procedures as necessary.
- To achieve fair and consistent pay relativity between jobs within the School.
- To approve any changes to, and carry out an annual review of, the School's staffing structure and costs
- In consultation with staff, to oversee any process leading to staff reductions.
- To determine dismissal payments/early retirement.
- To review, adopt and monitor all additional staff-related policies identified within the school's policy review programme and in accordance with its delegated powers

## Premises

*This school has a PFI contract with Mitie. It will liaise with both the Local Authority and Mitie on all matters relating to the maintenance and development of the premises and grounds.*

- To provide support and guidance for the FGB and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues. To review the report, and advise the FGB as necessary.
- As required, prepare proposals for development of facilities for the approval of the FGB.
- In consultation with the headteacher, oversee the implementation of any development within the constraints of the allocated budget.
- In consultation with the headteacher, to oversee premises related funding bids.
- To review the Asset Management Plan and Building Conditions Survey, as provided by Mitie.
- To review, adopt and monitor (via governor with responsibility) a Health and Safety policy, and ensure that the school complies with that policy and the health and safety regulations (including for educational visits).

- To advise the FGB and Mitie on the use of grounds and buildings outside session time and school terms.
- To review the lettings policy and hiring fees every two years.
- To ensure all appropriate premises related insurances are in place.
- To review, adopt and monitor all additional premises-related policies identified within the school's policy review programme and in accordance with its delegated powers.