



CHURCHMEAD SCHOOL

FINANCE, PERSONNEL & PREMISES COMMITTEE

Terms of Reference 2023 - 2024

PURPOSE

The Finance, Personnel & Premises Committee is appointed by the Governing Body to review and agree the school's proposals for the budget and recommend it to the full governing body, review the school fund account and review and keep track of expenditure; to consider premises related matters including Health & Safety, and lettings; to review and agree staff provision, training and remuneration.

MEMBERSHIP

- At least three non-staff Governors, one of whom will chair the Committee
- The Headteacher
- Any Associate Member has delegated authority from the Full Governor Board to vote on committee matters.

Quorum will be three.

The Terms of Reference will be reviewed annually.

RESPONSIBILITIES

Finance

- In consultation with the Headteacher and School Business Manager, to draft the first formal budget plan of the financial year;
- To establish and maintain an up to date 3-year financial plan;
- To consider a budget position statement including virement decisions at least three times per year and to report significant anomalies from the anticipated position to the Governing Body;
- To ensure that the school operates within the Financial Regulations of the local authority;
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and to arrange for their annual audit and presentation of reports;
- To annually review charges and remissions policies and expenses policies;
- To agree in conjunction with the headteacher service level agreements, in accordance with the Scheme of Delegation;
- To make decisions on expenditure following recommendations from other committees;
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised;
- To identify and ensure financial risks to the school are considered and planned for.

Disqualification

Any relevant person employed to work at the school other than as the headteacher when the subject for consideration is the pay or performance review of any person employed to work at the school.

Premises

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To receive regular reports on school repairs and maintenance
- To make recommendations to the full governing body on premises-related expenditure in accordance with the agreed scheme of delegation;
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy;
- To establish and keep under review a Building Development Plan;

- To establish and keep under review an Accessibility plan;
- To arrange termly governor Health & Safety tour;
- To review the Lettings Policy annually, including charges.

Personnel

- To draft and keep under review the staffing structure in consultation with the Headteacher;
- To review the Pay & Performance Policy for all categories of staff;
- To oversee and review the appointment procedure for all staff;
- To review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- To agree in conjunction with the headteacher personnel related expenditure;
- to establish the necessary panels to consider performance related pay awards and any appeals;
- To ensure CPD opportunities are provided for all staff in line with their development plans and school priorities.

Policies

Delegation:

The following policies are delegated by the FPP committee for review and adoption to the Headteacher:

- Mobile Phone usage
- Mini Bus
- Fuel Card usage

The following policies are delegated by the FGB for review and adoption to the FPP committee:

- Finance Policy, controls and procedure
- Finance Policy, including Disposals
- Charging and Remissions
- GDPR
- Governors Allowance
- Purchasing Policy
- Lettings Policy
- Appraisal Policy

Disqualification

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

TERMS OF REFERENCE APPROVED BY THE GOVERNING BODY ON :

TERMS OF REFERENCE APPROVED SIGNED BY CHAIR OF GOVERNORS: