



Finance, Staffing and Premises Committee Terms of Reference

Purpose of the Committee

- To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the schools finances and management of staff.
- To review, agree and provide guidance on 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 review, agree and provide guidance on the staff provision, agreeing procedures for staff selection, appointment and performance management, contribute to the appraisal of the headteacher, review and agree staff training programmes and reviewing and agreeing pay.
- To review, agree and provide guidance on the maintenance, security and enhancement of the school premises and health and safety matters
- Major issues will be referred to the full governing body for ratification.

Membership

- At least **5** members of the Governing Body. The membership will be agreed annually at the first meeting of the whole governing body in the autumn term. The chair of the committee will be elected by the committee on an annual basis at the first meeting of the committee in the autumn term.
- The quorum for each committee meeting is fixed at **3** governors eligible to vote.
- The committee will meet as often as is necessary to fulfil its responsibilities and at least once each term.
- The clerk to the committee will circulate an agenda for each meeting and papers at least a week before the committee meeting.
- Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be included on the agenda and papers of the next meeting of the whole governing body. This is to meet statutory requirements, to provide information to the whole governing body and to seek ratification of decisions and recommendations.
- The committee may invite attendance at its meetings from persons to assist or advise on a particular matter or range of issues, including parents and members of the academy staff who are not governors.
- Any governor may attend meetings of committees.
- Only governors who are members of the committee may vote at committee meetings. Where necessary, the elected chair of the committee may have a second or casting vote.

Name of Governor/Associate Member
Thomas Hyland
Karen Hannah
James Blackwell
Gary Gregg
Michael Hawley
Leanne Savage
Bryan Conery (Chair)
Victoria Monkhouse

Terms of reference:

Staff:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and 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 make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards

Finance

- In consultation with the Headteacher, 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 termly 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 County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- 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 determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management recommendations, to determine whether sufficient funds are available for increments

Premises

- To advise the Governing Body on priorities, including Health and Safety and ICT (hardware), for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Finance Committee on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, 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 review and evaluate Service Level Agreements for areas related to the committee.

These terms of reference agreed:

25/09/2023 by the Full Governing Board.