

Bevendean Primary School & Nursery
Terms of Reference
for the
Finance, Personnel and Premises Committee
Approved July 2022

- Membership:** a) Members shall consist of no fewer than four governors plus the Headteacher.
- b) The committee shall have such co-opted non-voting members as the governing body shall appoint. The committee may make recommendations for these appointments.

Quorum: The quorum shall be three governors.

Meetings: The committee shall meet regularly at least once a term and otherwise as required. At least one representative of the school will attend meetings.

Personnel

The committee has the following delegated responsibility for and shall:

- Act in accordance with the Personnel Policy and procedures as agreed by the governing body.
- During the Spring Term carry out an audit and review of staffing.
- Consider and monitor a staffing forecast (delegated to the Business Manager and Headteacher) having regard to the School Development Plan.
- Monitor the appointment of supply teachers, temporary staff and ancillary staff (delegated to the Headteacher) and report back to the committee
- Monitor the agreed policy for the recruitment and induction of personnel, ensuring it complies with safer recruitment requirements.
- Monitor the effectiveness of schools 'single record'
- Monitor the effectiveness of the schools policies for confidential reporting and managing allegations against staff
- Make all necessary arrangements for the appointment of the Headteacher and the deputy Headteacher by the governing body
- Select an appointments pool of at least three governors, to include the Headteacher, to deal with the appointment of teachers, ensuring the Safer Recruitment Policy is followed
- Be responsible for consulting with the staff and advising the governing body on all matters of personnel policy
- Review the whole school pay policy to take account of local and national developments and make appropriate recommendations to the governing body
- Monitor the effectiveness of the Appraisal Policy
- Establish the criteria to be used for performance review and/or performance related pay which may lead to the award of any additional points for teaching staff

- Monitor and review the effectiveness of the spending of Pupil Premium funding in terms of ensuring value for money

Premises

- Monitor the annual programme of repairs and maintenance and carry out termly inspection of the premises to include correct disposal of litter and refuse and recycling procedures
- Agree and monitor spending of Devolved Formula Capital on major capital works and improvements
- Monitor procedures for tendering for and awarding of contracts in accordance with Local Authority guidelines
- Approve level of maintenance service school wishes to buy from service providers
- Monitor the letting and charges policy for the use of school premises which takes account of the needs of the local community and any rules/recommendations set by the LA, on community use outside school hours
- Monitor and ensure adequate level of insurance
- Review and monitor policies for security and fire safety, health and safety, including internal monitoring procedures
- Ensure that suitable risk assessments are prepared and that action is taken to minimise risk

Pay Review Sub-Committee

This committee, which shall comprise no fewer than two non-staff governors from the Finance Personnel & Premises committee plus the headteacher (where appropriate), has delegated responsibility for and shall:

- Consider and make recommendations to the Finance Personnel & Premises committee for performance pay for all teaching staff ensuring it meets the aims of the whole school pay policy and applies the criteria set by the whole school pay policy;
- Respect all statutory and contractual obligations.

Finance

The committee has delegated responsibility for and shall:

- Consider a draft budget based on priorities in the school development plan; for ratification by the full governing body
- Establish and maintain an up to date 3 year financial plan
- Notify the approved budget plan to the LA
- Monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LA, e.g. The Standards Fund
- Approve transfer between budget headings (virement) within agreed limits
- Authorise signatories for the school bank account for notification to the Local Authority Treasurer
- Arrange audit of non-LA funds received
- Authorise procedures for governors to claim expenses
- Monitor the effectiveness of the charging and remission policy

- Make decisions on expenditure following recommendations from the Business Manager