



# Terms of Reference – Finance, Personnel & Premises Committee

## Daresbury Primary School Finance, Personnel & Premises Committee

### Terms of Reference

Membership: Full Governing Board shall determine and review annually at the first meeting of the academic year, terms of reference, constitutions and membership of the committee.

Quorum: Three Governors

Chair:

- the Chair shall be appointed by the Governing Board
- If the Chair is absent from a meeting, the voting members of the Committee shall elect one of their members for the duration of the meeting.

### **Finance**

#### **Financial policy and planning**

- In conjunction with the MAT plan and prepare a draft budget, taking into account the priorities of the School Improvement Plan, and ensure that the budget plan is agreed by the Governing Board;
- to review, adopt and monitor a scheme of delegation for spending and budgetary adjustments (virements) for the committee, Principal and other nominated staff;
- In conjunction with the MAT take financial decisions in accordance with the scheme of delegation agreed at the meeting of the full governing board;
- to receive and adopt financial policies, including a charging and remissions policy;
- In conjunction with the MAT to establish and maintain a three year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information;
- In consultation with the MAT make decisions in respect of service level agreements;

#### **Financial monitoring**

- to ensure that the school operates within the Financial Regulations of the MAT;
- to monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan;
- to receive at least termly budget monitoring reports from the MAT/Principal;
- to report back to each meeting of the full governing board and to alert them of potential problems or significant anomalies at an early date;

- to determine and monitor the use and impact of the Pupil Premium and sport funding and report to the full governing board
- to meet with other committees and provide them with the information they need to perform their duties;
- subject to the local scheme of delegation, and in conjunction with the MAT agree any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school;
- to monitor expenditure of all voluntary funds kept on behalf of the governing board;
- to receive and act upon any issues identified by a MAT audit.

### **Personnel**

- In conjunction with the MAT to ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school;
- to consider and recommend for adoption to the full governing board the MAT's Pay and Appraisal Policies, including the criteria for pay progression (including the arrangements and operation of the school's appraisal procedures for the Principal);
- agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the Principal;
- ensure that appropriate arrangements for linking appraisal to pay are in place, and can be applied consistently and that pay decision can be objectively justified;
- approve teachers' salaries, including recommendations from the senior leadership team on whether to award performance pay in line with the school's pay policy;
- to make recommendations to the Governing Board on what provision should be made in the school's budget for pay progression and discretionary pay awards;
- monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly;
- to ensure that staffing procedures (including recruitment procedures) follow current equalities legislation;
- to annually review MAT procedures for dealing with staff discipline, capability and grievances and make recommendations to the MAT for approval;
- to monitor approved procedures for staff discipline, capability and grievance and ensure that staff are kept informed of these;
- to recommend to the MAT staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary;
- in consultation with the MAT and staff, to oversee any process leading to staff reductions;
- to establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

### **Premises**

- In conjunction with the MAT provide support and guidance for the governing board and the Principal 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 inform the governing board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing board;
- In conjunction with the MAT to arrange professional surveys and emergency work as necessary
  - *The Principal is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Principal would normally be expected to consult the committee chair at the earliest opportunity and follow the advice and recommendations of the MAT*
- to create a project committee where necessary to oversee any major developments;
- to establish and keep under review an Accessibility Plan and a Building Development Plan;
- to review, adopt and monitor a Health and Safety policy.