

Finance, Premises and Staffing Committee

Terms of Reference

1. The name of the committee shall be 'Finance, Premises and Staffing Committee'. The purpose of the committee shall be to oversee all matters pertaining to the financial management of the school, school staffing and its premises and resources.

2. Membership of the committee shall comprise of 3 governors, the Headteacher and Finance Officer. The Deputy Head may attend all meetings in the absence of the Head, or in addition to the Head by invitation, as a non-voting member.

3. The Chairperson shall be elected at the first annual meeting with voting by a show of hands.

4. Attendance at meetings of non-governors will be by invitation. Any attendance of non-governors must be shown on the agenda and notified to the main governing body. Non governors may not vote.

5. A governor from another committee has the right to attend any committee but may not vote outside his or her own committee. If a governor wishes to attend another subcommittee meeting notification must be given to the chairperson of the particular subcommittee.

6. The quorum shall consist of 3 governors. If the committee is non-quorate the meeting shall not take place.

7. Voting shall take place in the committee by a show of hands, in the event of a tied decision the chairperson shall have the final casting vote.

8. Minutes of the meeting to be taken by the clerk of the governors.

9. Meetings shall take place at least once a term.

10. Terms of Reference shall be reviewed annually, at the first meeting.

11. The committee shall relate to the other subcommittee members through the main governors meetings.

12. The committee shall consider any and all health & safety issues pertaining to its function. Health & Safety shall be a standing item on the agenda of each meeting.

13. The Governing Body's Code of Conduct shall apply to all business.

FINANCE

14. To review financial policy statements, including long term financial plans as necessary.

15. To provide guidance and assistance to the Headteacher and the Governing Body on matters relating to budgeting and finance.

16. To consider the School's delegated budget and other income and external grants and to present budget proposals for the Governing Body to consider.

17. To monitor spending, ensuring that expenditure remains within the prescribed limits.

18. To consider and authorise virement between budget headings within agreed limits.

19. To report on unplanned expenditure and explain to the Governing Body if appropriate.

20. To advise the Governing Body on such matters as the match between the budget, statutory requirements and the priorities in the school developments plan, LMS formula review and the purchasing of services and generating additional income and cost-cutting savings.

24. The Governing Body has delegated day-to-day management of the budget to the Headteacher within spending limits agreed in the budget, up to a limit of £3000. For any projects above this figure, the school will obtain 3 quotes. For amounts over £10,000 a tender process will be followed.

25. To ensure the audit of non-public funds for presentation to the Governing Body.

26. To receive and, where appropriate, respond to any audit reports from the County Treasurer.

27. The Dorset Scheme of Financial Management shall be adhered to.

PREMISES

28. To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security and health and safety.

29. Health and Safety Governor to inspect the premises and grounds at least once a term with the Head Teacher and prepare a report of the conditions in order to propose order of priorities for maintenance and development for the approval of the committee. Review the asset management plan for maintenance repairs with annual revisions.

30. To approve the costs and arrangements for maintenance, repair and redecoration within the allocated budget.

31. To recommend to, and to oversee on behalf of, the Governing Body contracts relating to cleaning and grounds maintenance.

32. To prepare, implement, monitor and evaluate a Health & Safety Policy in line with Health & Safety legislation on behalf of the Governing Body, reporting back on a regular basis.

33. To report findings of inspections and audits to the Headteacher and liaise with him/her to ensure that appropriate remedial action is taken.

34. To seek advice from the LEA as and when appropriate.

35. To ensure that the Governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990.

36. To prepare a lettings and charges policy for the approval of the Governing Body and oversee the implementation of that policy.

37. To consider and make recommendations on risk management and insurance arrangements.

STAFFING

38. Making sure the appraisal policy is robust and has as little impact as possible on teachers' workloads.

39. Making sure the appraisal policy links performance to pay and can be applied consistently and objectively.

40. Considering and approving the recommendations of the senior leadership team about awarding performance-related pay progression

41. Monitoring the outcomes of pay decisions.

42. Checking that processes operate fairly.

43. Being aware of the impact that pay decisions have on the school's budget.

44. Making sure pay appeals are managed in line with the school pay and appraisal policies.