



Terms of Reference

Finance and Personnel Committee

At least four Governors – to include either the Chair or Vice-chair.

Quorum: 3 members of Committee

Frequency of meetings: at least once per term and as and when required.

The Finance and Personnel Committee has the authority to establish a Finance Management Group. The Finance and Personnel Committee delegates responsibility to that group to:

- Monitor/approve spend in line with the authorisation levels as detailed in the Finance Policy;
- Monitor and ensure compliance with financial management standards and financial regulations;
- Monitor systems and processes around ordering in school and around decisions including recruitment of staff and supply/additional costs or deviation from planned expenditure;
- Ensure transparency and governance around all decision making.

Finance:

1. In consultation with the Headteacher and Business Manager, to draft the annual budget for recommendation to the governing body.
2. Ensure the budget reflects the school's priorities as defined in the School Improvement Plan.
3. To agree and monitor an up to date financial plan. Monitor budgets and ensure expenditure stays within agreed limits, reporting significant potential variances to the Governing Body.
4. Ensure that the school operates within the Financial Regulations of the County Council.
5. Monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
6. Delegate to designated members of staff the authority to spend to an agreed limit.
7. Approve and ensure compliance with financial procedure
8. Evaluate the outcomes of internal/external audits and agreed, monitor and evaluate actions arising from audits.
9. Review relevant policies as agreed by the governing body.
10. Agree and monitor service agreements.
11. Authorise payments in line with budgetary requirements and school
12. Ensure, as far as is practical, that health and safety issues are appropriately prioritised

Staffing

13. Agree the staffing structure for recommendation to the governing body.
14. Ensure that every member of staff has a job description.
15. Ensure selection and screening of staff complies with all regulations and good practice guidance.
16. Review relevant policies as agreed by the governing body.
17. Oversee and advise on the training and development of staff
18. Take primary responsibility for matters concerning staff welfare.

Performance Management & Pay:

19. Observe all statutory, regulatory and contractual obligations.
20. Review relevant policies as agreed by the governing body.

Premises and Health and Safety:

21. Ensure that the school complies with legal and regulatory standards for health and safety.
22. Appoint a named governor with health and safety responsibilities.
23. Review relevant policies as agreed by the governing body.
24. Ensure that maintenance, decoration, and equipment/furniture renewal is planned and budgeted for.
25. Audit and review the use of premises, equipment and resources.
26. Plan for longer term premises improvements
27. Consider and determine the need for capital works at the school liaising with interested parties, as appropriate and making prudent use of the school's devolved capital budget.
28. Oversee site security arrangements and practice and review periodically

Adopted December 2018
