

Terms of Reference 2023/24

Finance, Personnel and Site Committee



Purpose

To provide guidance to the governing body and the head on all matters relating to finance, personnel and site.

Membership

At least three governors, including either the chair or vice chair, to ensure that the minimum quorum for any committee of three is met.

Meetings

At least one meeting to be held each term. Extra meetings to be held as required. Reporting to the Full Governing Body each term.

Context

To provide guidance to the governing body, in consultation with the Head, on all matters relating to Safeguarding, Teaching, Learning and Curriculum, Outcomes, Personal Development, Behaviour and Welfare.

Terms of reference

| Finance: | Autumn | Spring | Summer |
|--|--------------------------------------|--------------------------------------|--------------------------------------|
| 1. To consider the financial implications of the school development/improvement plan and any other associated management plans, including OFSTED action plans, and to report to the governing body, or other committee, as appropriate, on these implications as required. | Termly report to Full Governing Body | Termly report to Full Governing Body | Termly report to Full Governing Body |

| | | | |
|---|---|---|--|
| <p>2. To consider the financial implications of the school development/improvement plan and any other associated management plans, including OFSTED action plans, and to report to the governing body, or other committee, as appropriate, on these implications as required.</p> | <p>Approval of SEF/SDP</p> | <p>Monitor Progress of SDP/SEF</p> | <p>Monitor progress of SDP/SEF and review and evaluate cycle</p> |
| <p>3. To agree financial policy statements as required.</p> | <p>Adopt revised and new policies (See policy schedule)</p> | <p>Adopt revised and new policies (See policy schedule)</p> | <p>Adopt revised and new policies (See policy schedule)</p> |
| <p>4. To approve the school's annual budget statement prior to the submission of the budget plan to the Council.</p> | | <p>Proposal to Full Governing Body.</p> | |
| <p>5. To agree the level of day to day financial management of the head and other staff</p> | | <p>Proposal to Full Governing Body.</p> | |
| <p>6. To ensure the auditing of funds other than the school's delegated budget is undertaken.</p> | <p>Report to Full Governing Body</p> | | |
| <p>7. To review Pupil Premium spending plans to ensure value for money.</p> | <p>Termly report to Full Governing Body</p> | <p>Termly report to Full Governing Body</p> | <p>Termly report to Full Governing Body</p> |

| Personnel: | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------------|
| 8. To consider the personnel implications of the school development/improvement plan and any other associated management plan, including OFSTED action plans, and to report to the governing body, or other committee, as appropriate, on these implications as required. | Termly report to Full Governing Body | Termly report to Full Governing Body | Termly report to Full Governing Body |
| 9. To apply the provisions of, and keep under review, the whole school pay policy and performance management provisions, including observing all statutory and contractual obligations, relating to the annual review of teaching staff salaries. | Report to Full Governing Body | | Report to Full Governing Body |
| 10. To determine issues referred to the committee regarding staff grievance or discipline issues, other than those covered by specifically established committees or sub-committees. | Termly report to Full Governing Body | Termly report to Full Governing Body | Termly report to Full Governing Body |
| 11. To consider appeals made by any member of staff, against whom an initial dismissal decision has been made. | Termly report to Full Governing Body | Termly report to Full Governing Body | Termly report to Full Governing Body |
| Site: | | | |
| 12. To consider any premises related implications of the school development/improvement plan and any other associated management plans, | Termly report to Full Governing Body | Termly report to Full Governing Body | Termly report to Full Governing Body |

| | | | |
|--|---|---|---|
| including OFSTED action plans, and to report to the governing body, or other committee, as appropriate, on these implications as required. | | | |
| 13.To consider the repair and maintenance needs of the school building, and to maintain strategic oversight of the short, medium and long term programmes of planned maintenance of premises related work at the school. | | | Report to Full Governing Body |
| 14.To be responsible for Health and Safety issues at the school, including regular termly Health and Safety and annual risk assessment checks. | Termly report to Full Governing Body | Termly report to Full Governing Body | Termly report to Full Governing Body |
| 15.To maintain strategic oversight insurance cover for the school premises. | | Report to Full Governing Body | |
| 16.To determine the use of the school premises and site by outside users for non-school activities within the policy established by the governing body on such use of the premises. | Report to Full Governing Body | | |
| Policies: | | | |
| 17.To review policies delegated from the Full Governing Body and to propose policies for ratification. | Adopt revised and new policies (See policy schedule) | Adopt revised and new policies (See policy schedule) | Adopt revised and new policies (See policy schedule) |