

FINANCE AND PERSONNEL COMMITTEE

Terms of Reference

For all Committee Meetings a quorum of 3 is required.

A. General Financial

1. To prepare and review financial policy statements, including long term financial plans where appropriate.
2. To provide guidance and assistance to the Head teacher and the Governing Body on matters relating to budgeting and finance.
3. To advise on and monitor Financial Procedures in accordance with School Financial Value Standard.
4. To consider the School's delegated budget and other income and to prepare budget proposals for the Governing Body to consider.
5. To monitor spending in relation to the prescribed limits.
6. To consider and authorize virement between budget headings within agreed limits.
7. To consider unplanned expenditure and make recommendations to the Governing Body.
8. To advise the Governing Body on other matters such as:
 - The match between the Budget, Statutory requirements and the priorities in the School Development Plan.
 - Funding formula review and the purchase of services.
 - Generating additional income and cost-cutting savings.
9. To ensure the audit of non-public funds for presentation to the Governing Body.
10. To receive, and where appropriate, respond to any Audit Reports from the County Treasurer.

Delegation of Powers

The Governing Body has delegated day-to-day management of the budget to the Head teacher within spending limits agreed in the budget, with discretion to vire between budget headings up to a limit of £2000. For any further virement above this figure the Head teacher will bring a proposal to this committee.

B. Staffing

1. To review the Whole School Pay Policies.
2. To review procedures for dealing with discipline and grievances and ensure that the staff are informed of them.

3. To review, in consultation with staff and L.A criteria for redundancy.
4. To review Governors' Visits Policy.

C. Appointments

1. Review and consider the staffing structure, in the light of the School Development Plan and budgetary constraints, at least annually and whenever a vacancy occurs.
2. To work closely with the Head teacher in appointing staff, including determining a panel to: -
 - prepare job descriptions and post holder profiles for any staff vacancy.
 - advertise the post and prepare long and short lists.
 - interview
 - recommend appointment.

Delegation of Powers

The Governing Body has delegated the appointment of non-contracted staff to the Head teacher.

D. Pupils.

1. To review, after consultation, policies on:-
 - pastoral care and pupil welfare.
 - dress and appearance of pupils.
 - health and safety of pupils.
 - admissions
2. To review and monitor policies on:-
 - charging and remissions for school activities.
 - visits and other off-site pupils' activities.
3. To maintain awareness of the School Behaviour Policy.
4. To review and monitor pupil attendance on a termly basis.
5. To review and monitor the impact and effectiveness of the Pupil Premium on a termly basis.

E. Parents, Community and Public Relations

1. To assist the Head teacher in promoting good relationships with parents and the community, including the local parishes and the involvement of local business and industry.
2. To assist the Head teacher in preparing the School Prospectus for approval by the Governing Body.
3. To review the Policy on Community Use of the Premises in liaison with the Premises Committee.
4. To review the Policy for Race Equality and the Race Equality Action Plan.

Reviewed and agreed by Governing Body 05.10.15