

# Finance, Personnel and Premises Committee

## Terms of Reference

### Approved September 2023



#### **Membership:**

- a) Members shall consist of no fewer than four members.
- b) The committee shall have such non-voting members as the management committee shall appoint. The committee may make recommendations for these appointments.

#### **Quorum:**

The quorum shall be three members.

#### **Meetings:**

The committee shall meet regularly at least once a term and otherwise as required. At least one representative of the school will attend meetings.

#### **Personnel**

The committee has the following delegated responsibility for and shall:

- Act in accordance with the Personnel Policy and procedures as agreed by the MC.
- Consider and monitor a staffing forecast (delegated to the Business Manager and Headteacher) having regard to the School Development Plan.
- Monitor the appointment of supply teachers, temporary staff and ancillary staff
- Monitor the agreed policy for the recruitment and induction of personnel, ensuring it complies with safer recruitment requirements.
- Monitor the effectiveness of schools 'single record'
- Monitor the effectiveness of the schools policies for confidential reporting and managing allegations against staff
- Make all necessary arrangements for the appointment of the Headteacher and the deputy Headteacher by the Management Committee
- Be responsible for consulting with the staff and advising the FMC on all matters of personnel policy
- Review the whole school pay policy to take account of local and national developments and make appropriate recommendations to the FMC
- Monitor the effectiveness of the Appraisal Policy
- Establish the criteria to be used for performance review and/or performance related pay which may lead to the award of any additional points for teaching staff
- Monitor and review the effectiveness of the spending of Pupil Premium funding in terms of ensuring value for money

#### **Premises**

- Monitor the annual programme of repairs and maintenance and carry out termly inspection of the premises to include correct disposal of litter and refuse and recycling procedures.
- Monitor procedures for tendering for and awarding of contracts in accordance with Local Authority guidelines
- Approve level of maintenance service school wishes to buy from service providers
- Monitor the letting and charges policy for the use of school premises which takes account of the needs of the local community and any rules/recommendations set by the LA, on community use outside school hours
- Monitor and ensure adequate level of insurance

- Review and monitor policies for security and fire safety, health and safety, including internal monitoring procedures
- Ensure that suitable risk assessments are prepared and that action is taken to minimise risk

## **Finance**

The committee has delegated responsibility for and shall:

- Consider a draft budget based on priorities in the school development plan; for ratification by the full FMC.
- Establish and maintain an up to date 3 year financial plan.
- Notify the approved budget plan to the LA.
- Monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LA, e.g. The Standards Fund
- Approve transfer between budget headings (virement) within agreed limits.
- Authorise signatories for the school bank account for notification to the Local Authority Treasurer.
- Arrange audit of non-LA funds received.
- Authorise procedures for Members to claim expenses.
- Monitor the effectiveness of the charging and remission policy
- Make decisions on expenditure following recommendations from the Business Manager