

# St Nicholas CE Primary School

## TERMS OF REFERENCE FOR GOVERNING BODY COMMITTEES

### FINANCE, PREMISES AND PERSONNEL COMMITTEE

#### Membership

Chair of Governors

Head of School

At least two other Governors

(Non-voting members may be co-opted as required and if the Head cannot be present the Head's representative will normally attend)

#### Quorum

Any two governors (two in relation to the Head's pay)

#### Purpose

**To provide a strategic overview of the school's finances, premises and personnel matters and to give advice and guidance to the Local Governing Body.**

#### Finance

Responsibilities:

1. To provide advice and guidance to the Head of School, local governing body and its committees on matters relating to the budgeting and control of all monies administered by the school, including but not limited to the school budget, governors' expenses, any other public money and any other money held in the name of the school for which the local governing body is responsible.
2. To ensure that the budget reflects the aims of the School Improvement Plan.
3. In line with the Trust's Finance Manual and the Academies Financial Handbook, to monitor procurement, expenditure of all monies against budgets, propose remedial action where necessary and to inform the local governing body of any significant variations.
4. To ensure that all necessary insurance cover is in place.

5. To ensure that monies provided for the training and support of governors is spent appropriately in that way.
6. To report to the local governing body at least once a year on the financial position of all funds held by the school and to ensure that the annual budget is prepared for submission to the local governing body and the Trust.
7. To ensure that an up to date Parago is maintained for items of value above £250 and to monitor this at least annually and receive reports of disposals.
8. To review the Risk Register regularly, identify increased or new risks for the school and propose remedial action where necessary.

The delegated authority to the local governing body, Head of School and staff is set out in The Keys Academy Trust Finance Manual.

## **Premises**

Responsibilities:

1. To provide advice and guidance on major works, minor works and all matters of redecoration, refurbishment, repairs and maintenance of all buildings, play areas, grounds and fixtures within the school site.
2. To carry out regular inspections of the premises and ensure that maintenance, repairs and remedial works that are the responsibility of the governors are carried out, with reference to the Trust when necessary.
3. To ensure that all buildings and all works and activities carried out on the school site (including work by external contractors as far as is practicable) comply with Health and Safety Regulations.
4. To make recommendations to the local governing body on alterations and additions to the buildings.
5. To carry out regular health and safety inspections of the premises and review health and safety documentation and procedures to monitor the school's compliance with Health and Safety Regulations.
6. To regularly review and monitor the School's Estate Management Plan.

## **Personnel**

Responsibilities:

1. The appointment of staff, with delegation as follows:
  - (a) The appointment of temporary teachers (of up to one year's duration), Teaching Assistants (TAs), Learning Support Assistants (LSAs), clerical

staff, site controller, lunchtime controllers, the midday supervisor and school cleaners is delegated to the Head of School who will liaise with the Chair of Governors.

- (b) The recruitment of permanent teaching staff (except Head of School or Executive Head Teacher) will involve at least one member of the committee.
  - (c) The appointment of a Head of School or the Executive Head Teacher will involve The Trust and the Local Governing Body. This committee will be responsible for making the following recommendations to the Governing Body – job description and the timetable for the advertising, shortlisting and interviewing process. The Local Governing Body will agree membership of the interview panels.
2. Requests for leave of absence from staff should be considered by the Head of School and as required by the Chair of Governors/ Chair of Finance, Premises and Personnel Committee.
  3. The committee will monitor the implementation of the HR policies and relevant employment legislation.
  4. The committee will promote staff development and monitor staff performance management.
  5. The committee will encourage Governors to attend training and consider their own training needs.
  6. The committee will monitor implementation of the Pay Policy in consultation with the Head of School or Executive Head Teacher. Specific responsibilities include:
    - a) To approve the recommended annual pay review for each member of the teaching staff based on the criteria set out in the Pay Policy;
    - b) To minute clearly the reasons for all decisions and update the LGB as appropriate;
    - c) To recommend to the Local Governing Body the annual budget required for pay and CPD purposes, including provision for discretionary pay advancement arising from performance reviews;
    - d) To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy;
    - e) In the case of new appointments to the staff, decisions on starting salary will be delegated to the Head of School, Executive Head Teacher or Selection Panel as appropriate;
    - f) In the case of a new Head of School appointment, the Trust will advise this committee to determine the salary range for approval by the Local Governing Body.

7. The committee will monitor and update policies relating to personnel issues as detailed below.

Confidentiality
Continuous Professional Development
Governor Allowances
Health and Safety
Lettings

The Committee will monitor the implementation of the following Trust policies.

Accessibility	Retirement
Capability	Pay Policy
Charging and Remissions	Privacy Policy
Code of Conduct	Probation Policy
Complaints	Recruitment
Data Protection	Right to flexible working request
Dignity at work	Safeguarding
Disciplinary E-Safety	Shared Parental Leave
Equal Opportunities	Support Staff Probation
Family Care	Support Staff Appraisal
Grievance	Teacher Appraisal
Leave of Absence	Volunteer Policy
Lettings	Whistleblowing
Managing Sick Absence	

**Terms of reference to be reviewed annually**

**Next review: September 2024**