

LINCEWOOD PRIMARY SCHOOL
Terms of Reference – Finance, Premises and Personnel

STRUCTURE

- Membership of the Committee will be a minimum of 6 persons including the Headteacher or Deputy Headteacher.
- The Committee will meet at least termly. Additional meetings will be held as required.
- The quorum will be 4 members, one of whom must be the Headteacher or the Deputy Headteacher and a minimum of 3 non staff members.
- Minutes will be taken at all meetings and will be circulated to all members of the Governing Body.
- A Chairperson will be appointed by and from the members of the Committee. In the absence of the Chairperson at any meeting the Committee will appoint one of its members present to act as Chairperson for that meeting.

FINANCE

- Consider, recommend and approve the annual budget plan produced by the Headteacher including the delegation of budget responsibilities to budget managers.
- Keep under review the school's actual financial performance compared with budgeted performance. Review the monthly financial statements and Cost Centre Reports and three year budget plans.
- Review Benchmarking data.
- To plan for and consider the recommendations following the SFVS report.
- Approve the expenditure of sums between £5000 and £50,000 (sums under £5000 are delegated to the Headteacher and exceptionally up to £7500 if immediate and necessary need, with the approval of the Chairperson)
- Make recommendations for future financial planning as identified by the Finance, Premises and Personnel Committee and the Strategy Committee. (Identify priority areas for future development in light of the school's financial position)
- Functions relating to the audit of School Private Funds.
- Monitoring all spending in the school.
- Review various insurance schemes and options available to the school.
- Consider lettings/out of school hours use. Agree and determine charges for the letting of the school premises.
- Monitor and review annual procedures laid down in the Financial Regulations and Scheme of Delegation.
- Receive reports on disposal of surplus stocks, stores and assets up to £250 approved by the Headteacher and approve disposals above this amount up to £5000.

PREMISES

- Monitor a 5 year plan with regard to premises within the annual budget.
- Keeping the building maintenance plan under review within the annual budget

- Consider and monitor the maintenance and improvements of the site, making recommendations on the work to be done and consider quotations.
- Monitor the safety, security, cleanliness and adequacy of the premises for school use and review the annual Health and Safety monitoring exercise.
- Occasional or one off lettings will be agreed by the school, contractual long term lettings will be considered by the Finance, Premises and Personnel Committee.
- Responsibility for placing, verification and awarding of contracts for buildings maintenance and improvements above £5,000 with the explicit requirement to give full consideration as to whether the full Governing Body should approve expenditure above £50,000.

PERSONNEL

- Ensure that all procedures relating to the recruitment, selection and appointment of staff are in place as laid down in the Finance Regulations Policy and that they are kept under review following changes in legislation.
- Establishing an annual staff establishment for the school, and making appropriate recommendations on the budgeting implications, so as to meet the full requirement for delivery of the curriculum.
- Approve any changes to the current Staff Structure of the school.
- Draft and keep under review, in consultation with the staff, a pay policy to be approved by the Governing Body.
- To consider applications from staff for secondments or leave of absence if not under the discretion of the Headteacher (as laid out in the Leave of Absence Policy).
- To consider and recommend to the Governing Body matters regarding early retirement, redeployment and redundancy.
- Check that arrangements for Performance Management are in place and are developed.
- Check that the policy for Health and Safety is followed.
- Receive reports from the Headteacher on Staff Development, Newly Qualified Teachers, Job Descriptions and Staff Changes.
- Ensure that all staff are informed of the grievance and disciplinary procedures of the school.
- Monitor and evaluate the implementation of the various personnel policies.
- To note staff discipline, dismissal and grievance issues in accordance with the disciplinary and grievance procedures.
- Deal with any matters that may be referred to it by the full Governing Body.