



Finance, Staff & Premises Committee Terms of Reference 2021-22

The quorum for meetings of this committee is any 4 governors who are members of the committee that can include the Head Teacher. This means 4 out of 9 members as a minimum each meeting.

The first meeting of the academic year should consider the items to be presented during the academic year.

Finance

- Approve a budget plan which ensures the implementation of school priorities at the start of each financial year, for approval by the governing board.
- Approve a 3-year financial plan for approval by the governing board.
- Review the pupil premium funding strategy for approval by the governing board. Monitor the expenditure and impact of pupil premium funding.
- Review the Year 7 Catch-up grant funding strategy for approval by the governing board. Monitor the expenditure and impact of Year 7 Catch-up grant funding.
- Approve and review the school's financial management structure.
- Monitor the school budget to ensure that expenditure remains in line with the budget plan
- Review the financial scheme of delegation for approval by the governing board
- Approve virements of monies between budget accounts within the limits set out in the Finance Policy.
- Ensure that the school's financial regulations are implemented.
- Review audit reports and ensure that recommendations are implemented.
- Review benchmarking reports and make recommendations to address any matters arising.
- Review tenders, contracts and leases, approving or making recommendations to the governing board in line with the financial scheme of delegation.
- Ensure that the school has adequate anti-fraud and theft procedures in place.
- Scrutinise the Schools Financial Value Standards prior to signature by the Chair of Governors

Staffing

- Review school's staffing structure and make recommendations to the governing board.
- To annually review recommend the appraisal policy and the pay policy to the governing body.
- Recommend, review, monitor and evaluate the implementation of the staff discipline and sickness/absence policies as well as the teacher well-being and support staff well-being policies
- Monitor and review pay progression and receive reports on the staff appraisal process.
- Approve, review, monitor and evaluate the implementation of all the policies relating to the governing board's equality duties that affect staff.
- Approve, review, monitor and evaluate all other policies relating to staffing.

Premises and Asset Management

- Approve, monitor and evaluate the implementation a site development plan with clear indication of the priorities for development projects and the benefits that would be derived from them.
- Ensure the school's insurance arrangements are appropriate.
- Approve, review and monitor health & safety policies and arrangements.
- Approve, review and monitor Business Continuity/Disaster Plan policies and arrangements.
- Approve, review and monitor Fire Evacuation procedures and arrangements.
- To consider any other appropriate items as agreed/delegated by the Governing Board.
- Approve and review the school's Letting Policy.
- Approve the asset register.
- Approve, review, monitor and evaluate the complaints policy and procedures.

To conduct the annual review of the Finance and Personnel committee structure and terms of reference and to make recommendations the Governing Board.

The committee is responsible for reviewing the following statutory policies:

Policy
Appraisal
Asset Register
Business Continuity
Charging & Remissions
Complaints
Data Protection
Finance
Fire Evacuation
Governors' Allowances
Lettings
Procurement
Safer Recruitment
SFVS
Staff Allegation Procedures
Staff Code of Conduct
Staff Disciplinary & Capability
Staff Grievance
Staff Pay
Staff Sickness/Absence
Support Staff Well-Being
Teacher Well-being