

## GILES BROOK SCHOOL

### FINANCE, PREMISES AND PERSONNEL COMMITTEE

- MEMBERSHIP:** Between 4 and 7 governors including the Headteacher  
**QUORUM:** A minimum of three governors  
**MEETINGS:** The committee shall meet at least once a term and as required.

#### **FUNCTIONS:**

#### **FINANCE AND PERSONNEL**

- 1 To draw up, taking account of the school improvement plan priorities, and approve the annual budget plan for the school.
- 2 To establish and maintain an up to date three-year financial plan, taking account of projected pupil numbers.
- 3 To monitor the school's income and expenditure throughout the year and report the financial situation to the governing board each term.
- 4 To contribute towards the preparation of the school improvement plan and monitor progress on the implementation of the plan.
- 5 To make recommendations to the governing board on the level of financial delegation to the Finance Committee in relation to the maximum value of a single transaction, awarding of contracts and the maximum value of virement.
- 6 To make recommendations on the level of financial delegation to the headteacher in respect of expenditure and virement, in accordance with the Council's Financial Regulations.
- 7 To ensure that agreed levels of delegation are recorded in writing and incorporated within the school's financial management procedures.
- 8 To ensure that the school operates within the Council's Financial Regulations for schools.
- 9 To ensure that an audit of voluntary funds is undertaken for presentation to the governing board.
- 10 To receive and, where appropriate, respond to periodic audit reports on the school budget and other public funds administered by school staff.

- 11 To review periodically and adopt the school's charging and lettings policies.
- 12 To review periodically and adopt the school's policy on governors' expenses.
- 13 To undertake, with the headteacher, a termly review of the school's financial management to enable the school's self-evaluation to be kept up to date.
- 14 To ensure the principles of Best Value are followed when making decisions.
- 15 To review benchmarking data as appropriate such as the MKC Financial Data profiles produced annually or the DCSF website.
- 16 To monitor the effect of the pupil premium on the progress and educational attainment of those pupils for whom the funding was allocated and to publish the information on the school's website as required by the School Information Regulations 2012.
- 17 To monitor the effect of the PE and Sport premium, publishing details on the school's website of funding received, how this has been spent and the impact on pupils' participation and achievement.
- 18 To undertake any other financial tasks as required by the governing board.
- 19 To ensure that the governing board works within its adopted personnel policies, such as discipline, capability, grievance and redundancy.
- 20 To determine gradings and salaries of teaching staff and review those of the headteacher and deputy headteacher annually, as required by the Teachers' Pay and Conditions Document and the school's pay policy, and to take decisions relating to changes in salary.
- 21 To review periodically the salaries of non-teaching staff and, where appropriate, approve alterations to salaries.
- 22 To adopt and review annually the Performance Management Policy and Pay Policy.
- 23 To determine and review annually, or as required, the staffing structure for the school in consultation with the Headteacher and the relevant committee.
- 24 To review job descriptions regularly, considering recommendations by the headteacher.

- 25 To establish procedures for the selection and recruitment of staff (except head and deputy head appointments) in accordance with the governing board's schedule of delegation.
- 26 To participate, as appropriate, in the selection and recruitment of staff and to decide upon the appropriate salary of the appointee.
- 27 To consider and adopt any new or revised personnel policies and procedures.
- 28 To undertake, with the headteacher, a termly review of the school's personnel management to enable the school's self-evaluation form to be kept up to date.
- 29 To undertake any other personnel tasks as required by the governing board.

### **HEALTH, SAFETY AND PREMISES**

- 1 To inspect the buildings and grounds annually and prepare an annual statement of priorities for maintenance and development.
- 2 To contribute towards the preparation of the school improvement plan and monitor progress on the implementation of the plan.
- 3 To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- 4 To monitor the maintenance, repairs and redecoration programme.
- 5 To assist the governing board and the headteacher to discharge their responsibilities under the Health and Safety at Work Act 1974 in collaboration with the Local Authority.
- 6 To consider the Local Authority's policies on health and safety and adopt a health and safety policy for the school.
- 7 To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of the building's plant and equipment and report at least once a year to the governing board.
- 8 In conjunction with the School Improvement/Curriculum Committee, to ensure that the governing board's statutory duties with regard to the children with special needs and the Disability Discrimination legislation are met.

9 To undertake, with the headteacher, a termly review of the school's premises management to enable the school's self-evaluation to be kept up to date.

10 To review the school's accessibility plan.

11 To undertake any other tasks related to premises and health and safety, as required by the governing board.

Date Terms of Reference agreed: 17 November 2021

Signed: