



PREMISES, FINANCE and PERSONNEL TERMS of REFERENCE

PREMISES, FINANCE AND PERSONNEL COMMITTEE

1. Membership and Chairing

- The governing body determines the constitution, membership and terms of reference of any committee it decides to establish and reviews them annually.
- A chair must be appointed annually by the governing body or elected by the committee, as determined by the governing body. In the absence of the chair the committee must appoint a chair from its members.
- No person employed at the school may act as chair to any committee.
- Membership of a committee may include persons who are not governors and their entitlement to vote is to be determined by the governing body. However, the majority of members must be governors. Non-governors may not act as chair of a committee.
- A clerk must be appointed to all committees by the governing body.

2. Voting and Quorums

- Only governors and associate members can vote. No vote may be taken at any meeting where associate members outnumber governors.
- The committee quorum is three governors.

3. Functions

- The committee will consider matters as set out in its terms of reference or as requested by the governing body, taking advice as appropriate.
- Each committee will recommend the powers that should be delegated to it by the governing body. The governing body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.
- For committees other than the Finance Committee, decisions, which require a spending commitment over and above agreed budget provision, must be referred to the Finance Committee.

4. Procedures and Training

- The membership of the committee will be determined at the first meeting of the governing body in the autumn term. Casual vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed annually.
- The normal procedures and regulations of the governing body also apply to its committees.

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- Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

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1. The committee is concerned with the use of premises, grounds and extended school facilities. Its responsibilities include making recommendation on accommodation, caretaking, cleaning, decorating and maintenance. It will monitor efficient use of utilities such as water, electricity or gas and maintain an overview of costs and lettings policy of premises. Health and safety also falls within this remit.
 - To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
 - To oversee arrangements for repairs and maintenance
 - To make recommendations to the Finance Committee on premises-related expenditure
 - In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
 - To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
 - To establish and keep under review a Building Development Plan
 - To establish and keep under review an Accessibility plan
 - Additional items which the Governing Body may wish to include
2. This committee will review and agree the school's proposals for the budget and recommend it to the full governing body, review the school fund account and review and keep track of expenditure.
 - In consultation with the Headteacher, to draft the first formal budget plan of the financial year
 - To establish and maintain an up to date 3-year financial plan

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- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
 - To ensure that the school operates within the Financial Regulations of the Local Authority
 - To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
 - To annually review charges and remissions policies and expenses policies.
 - To make decisions in respect of service agreements
 - To prepare financial statements for inclusion in the governing body report to parents
 - To make decisions on expenditure following recommendations from other committees
 - To ensure, as far as is practical, that Health and Safety issues are appropriately prioritized
 - To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
 - In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
 - Additional items which the Governing Body may wish to include
3. This committee will have responsibility for reviewing and agreeing staff provision, agreeing procedures for staff selection, appointments, reviewing and agreeing staff training programmes and reviewing and agreeing pay.
- To draft and keep under review the staffing structure in consultation with the Headteacher
 - To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
 - To oversee the appointment procedure for all staff
 - To oversee the process leading to staff reductions
 - To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
 - To make recommendations on personnel related expenditure
 - To consider any appeal against a decision on pay grading or pay awards
 - Additional items which the Governing Body may wish to include

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Notes

A separate committee made up of any governors is needed for decisions to dismiss and a second committee whose members have had no dealings with the original decision will be needed to deal with appeals.

Disqualification

Any relevant person employed to work at the school other than as the Headteacher or School Business Manager, when the subject for consideration is the pay or performance review of any person employed to work at the school