

TERMS OF REFERENCE FOR THE FINANCE, PERSONNEL AND PREMISES COMMITTEE

Membership

- The committee shall consist of no fewer than 6 members of the Governing Body.
- The Headteacher shall be an *ex-officio* member of the committee.
- The committee shall have such co-opted, non-voting members as the Governing Body shall appoint. The committee may make recommendations for such appointments.
- The membership of the committee shall be reviewed and determined annually by the Governing Body.

Quorum

The quorum shall be a minimum of 3 governors, including the Headteacher, but excluding any co-opted/associate members.

Meetings

- The clerk to the committee shall be responsible for convening meetings. Procedures of any meetings must be minuted and presented to the next meeting of the Governing Body.
- The committee shall meet at least once a term, and otherwise as required.

Responsibilities

1. To provide guidance and assistance to the Headteacher and the Governing Body on all financial issues, ensuring that the school's educational priorities are properly funded.
2. To exercise delegated responsibility for the condition, repair, extension or alteration of the premises, including an annual inspection of the premises and grounds and preparation of a statement of priorities for maintenance and development for the approval of the Governing Body.
3. To co-ordinate the staffing needs of the school, including the staffing structure and appointments, discipline and grievance and appeals.
4. To oversee the budget within the following constraints:
 - no greater than 10% virement between the headings outlined in the annual expenditure profile agreed by the Governing Body;
 - not to exceed the grand total of the approved annual budget and to report to the Governing Body if there is any possibility of an overspend.
5. To consider budget plans presented by the Headteacher for the next financial year and to make recommendations to the full Governing Body for approval and submission to the LA by the required date.
6. To monitor on a termly basis all school expenditure and compare with profiles of estimated spending, calling an emergency meeting of the full Governing Body where necessary.
7. To make decisions on spending within the constraints under (4) above and report on these to the full governing Body. If the Committee considers variations beyond these constraints to be desirable, to make proposals for the approval of the full Governing Body.
8. To consider the appropriate level of reserves and balances bearing in mind guidance provided by the Authority.

9. To consider audit reports and other relevant reports and to make recommendations to the Governing Body.
10. To consider appropriate arrangements to continue to meet the Financial Value Standards.
11. To respond, on behalf of the Governing Body, to any consultations relating to the Scheme of Delegation.
12. To ensure that monies allocated for premises within the annual budget agreed by the full Governing Body are used efficiently, effectively and within approved Health and Safety regulations.
13. To determine the use of school premises outside school session time including advice to the Governing Body on a possible charging policy which must be determined by the Governing Body.
14. To review the school's Health and Safety Policy as and when required and to advise, with the Headteacher, the Governing Body with regard to its compliance with Health and Safety regulations, including making sure that a regular audit of risk assessment is undertaken, followed by action as necessary.
15. To be mindful of the requirements of the Single Equalities Act and the school's policy relating to this.
16. To contribute towards the School Improvement Plan, particularly to ensure that it includes consideration of the longer term resource requirements of the school.