



Codsall High Federation of Schools

Governors Finance, Personnel and Premises Sub-committee

Terms of Reference

- The Chair and Vice Chair of this sub-committee shall be elected at its first meeting each spring and serve for the following 12 months
- The quorum necessary for decisions to be taken will be four voting members
- Meetings will be held on the basis of at least one each term but others may be called as / when appropriate
- Working with and reporting back to main Governing Board this sub-committee is responsible for ensuring that in terms of financial, personnel and premises management the school is fully compliant with all the relevant rules, regulations and policies. Specifically:
 1. **Finance**
 - Drawing up the annual and three year budget for approval by the main Governing Board
 - Drawing up, maintaining and monitoring the prioritised Asset Management Plan for approval by the main Governing Board
 - Exploring different expenditure options, assessing expenditure bids and approving / recommending to the main Governing Board, as appropriate
 - Forecasting likely future student roll numbers and assessing the impact on funding levels
 - Monitoring budgeted and actual expenditure and income levels, both Revenue and Capital
 - Monitoring and adjusting in-year expenditure levels
 - Ensuring accounts are properly maintained, managed and finished at year end with actual out-turns reviewed
 - Evaluate the effectiveness of financial decisions
 - Annually reviewing the efficacy of the School's Scheme of Delegation
 - Annually reviewing the School's Charging Policy and Letting Policy tariff
 - Ensuring that 'best value' is obtained in respect of all purchasing and contractual agreements
 2. **Personnel**
 - Establish disciplinary and capability procedures if the LA's policy is not adopted
 - Formulate and review the school's staffing structure
 - Review and develop staffing policies, e.g. procedures for selection and appointment of staff, professional development, equal opportunities
 - Agree membership and procedures for staff appointment panels
 - Monitor the school's procedures for staff development
 - Monitor the school's support for NQTs
 - Consider annually the costings for proposed staffing levels
 - Monitor and review the school's Performance Management and Appraisal Policies and ensure statutory requirements are met
 - Establish a Pay Review committee with appropriate terms of reference to:
 - Determine and ensure the aims of the Whole School Pay Policy are met

- Review the Whole School Pay Policy annually to take account of local and national developments and make appropriate recommendations to the Governing Board
- Establish the criteria and procedures for determining all discretionary elements of the salary policy
- Review the performance of the Executive Headteacher against agreed targets
- Arrange for an annual review of staff pay

3. Premises

- Regular inspection of the premises to identify essential maintenance work, taking into account the Asset Management Plan
- Monitor and review the school's Health and Safety Policy, including regular risk assessments
- Ensure appropriate insurance is in place
- Recommend to the Governing Board an ongoing programme of repairs and maintenance
- Consider the need for improvement / extension projects in order to enhance the delivery of the curriculum or to provide for increasing numbers of pupils

4. School Policies and Procedures

Recommend to, or formulate on behalf of the Governing Board, all Finance, Premises, Staff Wellbeing and Personnel policies required by legislation