



Finance and Personnel Committee

TERMS OF REFERENCE 2016/17

1. Membership, attendance and reporting

1. The Committee will include the Headteacher, or their representative, the School Business Manager and other interested governors.
2. A quorum of the Committee shall be three members of whom one is the Headteacher or their representative.
3. The minutes of these Committee meetings shall be formally recorded and submitted to the Governing Body meeting. A report shall also be made to the Governing Body by the Chair of the Committee.

2. Frequency of meetings

The Governing Body shall determine how often the Committee shall meet, which shall be not less than three times a year. If at any time the Governing Body requests a meeting with the Committee the Chair shall ensure that such a meeting is arranged as soon as reasonably practical. On occasion, there may need to be additional meetings ie to approve the budget plan.

3. Duties and Remit

Duties

The specific duties of the Committee shall be to work in partnership with the headteacher and relevant staff:

Finance

1. To prepare and review financial policy statements, including consideration of long term planning and resourcing and to prepare appropriate budget proposals for the Governing Body;
2. To monitor spending against the agreed budget and report the financial position to the Governing Body each term;

3. To recommend the various levels of delegation for the day-to-day financial management of the school;
4. To ensure the audit of non-public funds for presentation to the Governing Body;
5. To receive and, where appropriate, respond to periodic audit reports of public funds;
6. To interpret and implement the broad policies of the Governing Body in so far as they involve financial matters;
7. To take decisions on financial matters that need to be dealt with between meetings of the Governing Body.

Personnel

1. To review the Whole School Pay Policy annually to ensure it complies with current employment legislation and nationally and locally agreed conditions of service;
2. To act as the Pay Committee (selected members only) and review the salaries of all teachers, as required by the school's Pay Policy;
3. To review the procedures for the recruitment and selection of staff and to recommend appropriate selection panels for different categories of staff;
4. To ensure that procedures are in place for managing staff levels, including schemes for early retirement, redeployment and redundancy;
5. To review the procedures for dealing with discipline and grievance issues and to ensure that staff are informed of them;
6. To review the staff structure whenever appropriate and at least every two years;
7. To review the policy on Equal Opportunities and ensure that all personnel matters are conducted in compliance with this policy.

Remit

The Finance and Personnel Committee will provide assistance and guidance to the Headteacher and Governing Body on all matters relating to staffing, budgeting and Finance. The Finance and Personnel Committee will also liaise with the relevant Committees regarding any implications of decisions on the school budget. The Committee will also contribute to the development of the School Improvement Plan and its monitoring.

The Finance & Personnel Committee has a delegated authority from the Full Governing Body to approve items relating to financial regulations, budget planning, procurement and staffing in accordance with the following documents:

- Procedures for Budget Planning & Monitoring
- Tameside Financial Regulations for Schools
- LA Scheme of Finance

4. Reporting arrangements

Minutes of the Finance and Personnel meetings will be circulated to committee members. They will also be included in the documentation for Full Governing Body meetings held three times per year.

The following items may be considered at the appropriate time during the school year:

- School self-evaluation calendar;
- School SEF;
- School Improvement Plan;
- Audit reports;
- Budget forecasts;
- Budget statements;
- Financial planning documentation;
- Model Pay Policy;
- Staffing structure;
- Relevant policies.

5. Availability of Terms of Reference

These terms of reference will be made available to all Governors with inspection copies for staff and parents. A 'read only' copy will be on the school's learning platform.

6. Annual review of effectiveness

The Committee will undertake a self-assessment of its effectiveness on at least an annual basis.

7. Annual Review of Terms of Reference

These terms of reference will be reviewed by the Governing Body on at least an annual basis.