

West Earlham Infant and Nursery School
Terms of Reference. Finance, Premises and Personnel Committee

1. Membership

- a. The membership of the Finance, Premises and Personnel Committee (the committee) will be three members, subject to annual review by the Governing Body. The Head Teacher will automatically be a member.
- b. The committee can co-opt persons who are not members of the Governing Body to a maximum of 1 member.
- c. Co-opted members of the committee may not vote on a matter
- d. Exclusions from attendance at meetings of the committee will apply in relation to any person employed to work at the school, other than as the Head Teacher, when subject for consideration is the pay or performance review of any person employed to work at the school
- e. The Head Teacher must also withdraw when his/her pay or performance is under discussion.

Head Teacher Performance Review

- f. The Head Teacher Performance Review Group comprising of 2 or 3 full Governors will be formed from at least one member of the committee.

2. Quorum

- a. The quorum will be three members, one of whom must be the Head Teacher

3. Chair

- a. The Committee shall elect a Chair of the Committee annually. (A Governor who is employed at the school cannot be elected as a Chair.)

4. Meetings

- a. The Committee will meet at least termly, prior to the Full Governing Body meeting. Additional meetings will be held as and when required, for example to approve the annual budget plan.
- b. A record will be made of all proceedings at each meeting. Minutes will be circulated to members within ten school days of the meeting (or as agreed) and presented with the agenda for the next Full governing Body meeting
- c. The chair of the Committee will report the work of the Committee to the Full Governing Body.
- d. The Committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.
- e. Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.

5. Financial Responsibilities

- a. Where authority has been delegated to the Committee, and in consultation with the Head Teacher, to propose the first formal budget plan of the financial year and to make a formal recommendation to the full governing body.
- b. To establish and maintain a 3-year financial plan.
- c. To agree budget revisions, including virement decisions, at least termly and to report significant anomalies from the anticipated position to the Governing Body.

- d. To ensure that the school Improvement and Development Plan is properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes.
- e. To review policies and practices deemed appropriate for this committee.
- f. To make decisions in respect of brought in Service Agreements.
- g. To make decisions on expenditure following recommendations from other committees.
- h. To receive and respond to reports from Auditors.
- i. To consider staff salary increases recommended by the Head Teacher.
- j. To review the Head Teacher's salary, taking account of the Head Teacher Performance Review Group's recommendations in the role of Pay committee.
- k. To report to the full Governing Body.
- l. To ensure that committee members undertake appropriate training in dealing with the Committee's financial responsibilities.
- m. To undertake regular financial evaluation processes i.e.; Keeping your balance bi-annually and have in place the 'School Financial Value Standard' (SFVS)

6. Personnel Responsibilities

- a. To agree and keep under review the staffing structure in consultation with the Head Teacher and the Committee.
- b. To establish a Performance Management and Pay Policy for the school and to be responsible for its administration and review.
- c. To ensure that all staff have up-to-date job descriptions
- d. To oversee appointment procedures for staff within the leadership team, and other staff where this had not been delegated to the Head Teacher under the relevant Staffing Regulations.
- e. To ensure that the school follows Safe Recruitment practices, and has a formal induction programme for all new staff members.
- f. To ensure that a formal DBS (Disclosure and Barring Service) checks are carried out for all new members of staff, and that the school maintains a log of staff checks for inspection purposes.
- g. To oversee the process leading to staffing adjustments.
- h. To agree procedures for hearing staff grievances and appeals, and for appeals against staff dismissals.
- i. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- j. To make recommendations on personal related expenditure to the Committee.

7. Premises Responsibilities (including health and safety)

- a. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises in consultation with the Head Teacher to oversee premises-related funding bids.
- b. To establish and keep under review a Premises Development Plan.
- c. To oversee arrangements, including health and safety and appropriate insurance, for the use of school premises by outside users, subject to Governing Body policy.
- d. To establish and keep under review an Accessibility plan.
- e. To ensure full compliance with any health and safety audit of the premises, within required timescales.
- f. To ensure annual risk assessments are carried out of the school premises.
- g. To ensure, as far as it is practical, that Health and Safety issues are appropriately prioritised.

1	Evidence of how Terms of Reference for this committee are being followed
1a	Full Governing Body (FGB) Meetings Minutes.
1b	Finance Premises and Personnel Committee (FPP) Meeting Minutes.
1c	FPP Meeting Minutes.
1d	FPP Meeting Minutes.
1e	FPP Meeting Minutes.
1f	FGB Meetings Minutes.
2	
2a	FPP Meeting Minutes.
3	
3a	FGB Meetings Minutes.
4	
4a	FGB/FPP Meeting Minutes.
4b	FGB/FPP Meeting Minutes.
4c	FGB Meetings Minutes.
4d	FGB/FPP Meeting Minutes.
4e	FGB/FPP Meeting Minutes.
5	
5a	Budget setting Meetings invites and Attendance. Recorded on Finance Officers Notes. Agenda item in FPP Feb. Approved in FGB by April - agenda item.
5b	Budget Software Package and monthly monitoring reports send to member of FPP
5c	Budget setting Meetings invites and Attendance. Recorded on Finance Officers Notes. FGB/FPP Meeting Minutes.
5d	FPP Meeting Minutes. School Improvement and Development Plan.
5e	FPP Meeting Minutes. Governors Delegation Planner.
5f	FPP Meeting Minutes.
5g	FGB/FPP/School Improvement and Development Committee (SIDC) Meeting Minutes.
5h	E-mails and FPP Meetings Minutes
5i	FPP Meeting Minutes.
5j	FPP Meeting Minutes/Head Teachers Performance Review Minutes
5k	FGB Meetings Minutes.
5l	RAG rating. Individual governing records on Governor Hub
5m	FPP Meeting Minutes. Work on collaboratively with school.
6	
6a	Budget setting Meetings invites and Attendance. Recorded on Finance Officers Notes. FPP Meeting Minutes.
6b	FPP Meeting Minutes. Governors Delegation Planner.
6c	Job Descriptions are kept in HR files. Access to these for Governors on request.
6d	Leadership team appointments member of FPP sits on interview panel. Other members of staff interview notes/process is retained. Governors can view on request
6e	Induction Tick lists retained in office, Governors can view on request.
6f	Single Central Register. Back page has 'checks' sheet. Governors can view on request.
6g	Budget setting Meetings invites and Attendance. Recorded on Finance Officers Notes. FGB/FPP Meeting Minutes.
6h	FPP Meeting Minutes. Governors Delegation Planner.
6i	Governor Visits Log. Absence tracked and recorded, governors can review on request
6j	FPP Meeting Minutes.
7	
7a	FGB/FPP Meeting Minutes.
7b	FPP Meeting Minutes/Premises Development Plan

7c	FPP Meeting Minutes.
7d	FPP Meeting Minutes. Governors Delegation Planner.
7e	FPP Meeting Minutes. E-mails
7f	Lead Governors for H&S works in close partnership with school staff to ensure that all Risk Assessments are complete. FPP Meeting Minutes.
7g	FPP Meeting Minutes.