



Meadow View Primary School

Terms of Reference

Finance/Premises/Staffing Committee

Membership

The committee will consist of at least 4 Governors plus the Head Teacher (or her representative) with the power to co-opt voting members. The committee will be clerked by the clerk to the Governing Body, Andrew Blench.

Where the committee fulfils the role of the staff dismissal committee, membership will consist of the staffing committee minus the head teacher.

Membership of the Committee – N Lee, K Smith, B Vickerage, T Keenan, P White (Chair), K Bromley.

In Attendance - K Taylor (School Business Manager), A Blench (Clerk)

Quorum

The quorum for meetings of the committee shall be 3 governors including the head teacher (or her representative).

Meetings

The committee shall meet at least once per half term and otherwise as required. Should a staffing dismissal meeting be called, the Local Authority will be informed and consulted whenever necessary.

Delegated Responsibilities

- 1) to consider each year's school development plan priorities and present an annual budget to the governing body for approval
- 2) to assist and advise the head teacher and governing body on matters relating to the budgeting and financial control of:-
 - a. the school's delegated budget, Standards Fund grant and other public money
 - b. school fund and any other money administered by the school
 - c. other money held in the name of the school for which the governing body is responsible
- 3) to establish a procedure for monitoring regularly the monies outlined above and to report the financial situation to the governing body each term.
- 4) Make decisions on expenditure of less than £3000, expenditure over that figure to be referred to the Governing Body

- 5) To agree the level of delegated spending power to the head teacher, expenditure over which to be referred to this committee for consideration
- 6) To agree, at the beginning of each school year, a programme for reviewing and producing policies, in accordance with the policy review cycle, to include
 - a. Charges and remissions for school activities
 and to submit to the governing body for approval the final drafts of the policies agreed.
- 7) to receive and when appropriate respond to, periodic audit reports of delegated funds.
- 8) To provide support and guidance to the head teacher on all matters relating to the school premises and grounds, security and Health & Safety.
- 9) To undertake an annual inspection of premises and grounds and prepare a list of priorities which will contribute towards the development of the LEAs Asset Management Plan, and for inclusion in the schools development plan.
- 10) To respond to any appropriate consultation papers ie Fair Funding, Asset Management Plan, New Deal for Schools etc and make recommendations to the Governing Body.
- 11) The staff dismissal committee will have responsibility for hearing and determining any cases where a member of staff employed at the school should cease to work there, in accordance with agreed procedures.
- 12) To assist and advise the head teacher on all personnel matters, including consideration of applications for job sharing, premature retirement etc.
- 13) To agree with the head teacher a staffing structure for the school which meets the aims of the school's development plan, and to review the structure each time a vacancy occurs
- 14) To monitor and report to the governing body/curriculum committee on all matters concerning staffing, insofar as they relate to the school development plan.
- 15) To agree at the beginning of the each school year, a programme for reviewing and producing policies, in accordance with the policy review cycle to include
 - a. Staff discipline, grievance and capability procedures
 - b. Equal opportunities policy
 - c. Professional development of staff
 - d. Staff performance management
 and to submit to the governing body for approval the final draft of the policies agreed.
- 16) To formulate and keep under review a whole school pay policy
- 17) To undertake the annual assessment of teacher's salaries in accordance with the previously agreed whole school pay policy
- 18) To be responsible for appointing all staff including
 - a. Head teacher, deputy head teacher and members of the senior leadership team
 - b. Clerk to the governing body.

Points of Information

- 1) the governing body is now required to formally approve the first formal budget plan of the financial year. The committee can still meet to prepare a draft budget for the governing body's consideration and approval.
- 2) Delegated responsibilities could provide the committee with the remit to consider in detail whether or not to buy into service level agreements. The governing body

would need to decide whether the committee could make such decisions or would make recommendations to the governing body to decide.

- 3) The committee is only responsible for ensuring that the school fund is administered correctly via the appointment of auditors and ensuring the annual audit is completed. Decisions on how the school fund is utilised rests with the head teacher.
- 4) The committee should always ensure that the budget reflects the aims of the school's development plan.
- 5) The committee cannot approve the charges and remissions policy, this can only be approved by the Governing Body.
- 6) Each governing body will need to decide whether the staffing committee shall be responsible for the appointment of staff or whether alternative arrangements will be made to enable all members of the governing body to be involved in staff appointments.

Date last reviewed – 13th March 2018