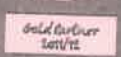
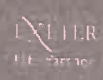




Headteacher: Ms Tracy Reynolds BA(Hons) MEd



**BUDEHAVEN**  
COMMUNITY SCHOOL

## **BUDEHAVEN COMMUNITY SCHOOL**

### **TERMS OF REFERENCE 2018 - 19**

<b>Title</b>	<b>Finance, Staffing and Premises Committee</b>
<b>Membership</b>	<p>The Committee shall comprise of at least 8 Governors.</p> <p>The Committee may have in addition, such non-voting members as the Governing Body shall appoint.</p> <p>The Governing Body may remove or replace a member of the Committee at any time.</p>
<b>Quorum</b>	The quorum shall be five Governors or 50% rounded up, whichever is the greater.
<b>Chairman</b>	The Committee shall appoint a Chairman at its first meeting held in the Autumn Term of each year.
<b>Meetings</b>	<p>The Committee shall meet at least once per term or otherwise as required.</p> <p>Meetings shall be conducted in accordance with the Education (School Government) (England) Regulation 1999.</p> <p>Governance (Procedures) (England) Regulations 2003</p>

#### **Terms of Reference Finance:-**

- a. To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
- b. To assist in the preparation of a budget, annually, for the approval of the Governors
- c. To prepare and review financial policy statements, including consideration of long term planning and resources, for approval of the Governing Body



- d. To review the level of delegation to the Headteacher for the day-to-day financial management of the school budget, for the approval of the Governing Body.
- e. To ensure that all financial transactions are conducted in accordance with good practice as directed by the County Council.
- f. To ensure that best value is achieved in financial transactions.
- g. To receive, and where appropriate, respond to periodic audit reports of public funds.
- h. To ensure that non-public funds (e.g. school private funds) are audited annually and that a certificate of audit is presented to the Governing Body.
- i. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- j. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher

**Terms of Reference Staffing:-**

- a. To draft and keep under review the staffing structure in consultation with the Headteacher
- b. To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- c. To oversee the appointment procedure for all staff
- d. To establish and review a Performance Management policy for all staff\*
- e. To oversee the process leading to staff reductions
- f. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- g. To make recommendations on personnel related expenditure
- h. To consider any appeal against a decision on pay grading or pay awards

**Terms of Reference Premises:-**

- a. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- b. To oversee arrangements for repairs and maintenance
- c. To make recommendations on premises-related expenditure
- d. In consultation with the Headteacher, to oversee premises-related funding bids
- e. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- f. To establish and keep under review a Building Development Plan
- g. To establish and keep under review an Accessibility plan

Signed (Chair of FSPC).

*Ranley Hulea*

Date Approved: 30.10.18

Signed (Chair of Governors).

*Laura J. Mead*

Date Approved: