

Holmes Chapel Primary School

Finance & Personnel Committee - Terms of Reference Year 2015-16

Purpose

The committee will operate subject to the requirements of the Funding Agreement and Articles of Association to ensure sound management of the academy's finance and resources including proper planning and monitoring and making recommendations to the full governing body for ratification where appropriate/indicated.

Finance

- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To consider the academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, drawing any matters of significance or concern to the attention of the governing body.
- To consider and recommend the academy's budget, at the start of each financial year to the Governing body.
- To contribute to the formulation of the academy's development plan, through the consideration of Personnel and financial priorities, with the stated and agreed aims and objectives of the academy.
- To receive and make recommendations on the broad budget headings and areas of expenditure throughout the year ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
- To liaise with and receive reports from other committees, as appropriate, and to make recommendations to those committees about the Personnel and financial aspects of matters being considered by them.
- To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.
- To monitor and review procedures for ensuring the effective implementation and operation of financial procedures including the arrangements for banking and where appropriate to make recommendations for improvement.
- To prepare the financial statement to form part of the annual report of the FGB/Trustees to parents and for filing in accordance with Companies Act and Charity Commission requirements
- To receive auditors' reports and to recommend to the FGB/Trustees action as appropriate in response to audit findings.
- To recommend to the Trustees the appointment or reappointment of the auditors of the academy.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To establish and review a Business Continuity Plan
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability) and to report them to the Governing body/Trustees
- To regularly review risks to internal financial control and agree a programme of work to address any risks and to inform the Statement of Internal Control.
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory
- To review and agree policies relating to Personnel & Finance as delegated by the Governing body
- To review benchmarking data on an annual basis

Personnel

- To annually review the Personnel structure in consultation with the Head teacher.
- To make arrangements for interviewing and appointing staff including agreeing governor involvement in senior appointments and ensuring the school has adequate arrangements in place to complete pre-appointment checks
- To ensure that all staff are reminded of the school's whistle blowing policy.
- To establish and approve annually, a Pay Policy for all categories of staff and to

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monitor the link between performance management and pay awards.

- To approve and review a Performance Management policy for all staff.
- To appoint the panel to undertake the Performance management of the Head teacher and to make decisions in accordance with the pay policy in relation to pay of the Head and, on the recommendation of the Head, the Deputy/ies
- To review career stage expectations for staff as recommended by the head teacher
- To review and agree policies relating to Personnel including disciplinary, capability, grievance, redundancy, sickness and maternity.
- To oversee the process leading to staff reductions.
- To consider and recommend to the Governing Body any suspensions, dismissal of staff or early retirement.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Governing Body/Trustees including pay discretions
- To consider any appeal against a decision on pay grading or pay awards
- To monitor opportunities and effectiveness of staff CPD.

Disqualification –

- Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.
- The Responsible Officer
- Members of the Audit Committee (if applicable)

Membership – not less than 5 members of the Governing Body

These terms of reference agreed by the Governing Body	/	/
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Quorum will be 3 governors who are members of the Committee
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Date Committee established	/	/
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Date of review:	/	/
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