

**All Saints C of England Primary School,
Newton Heath**

**FINANCE, PREMISES AND STAFFING COMMITTEE
CHAIR: Revd. A. Wickens**

Purpose of committee

This committee is established to review and agree the school's proposals for the budget; the appointment of staff and staff pay; the maintenance of school premises and grounds; and the implementation of safety procedures required to ensure the safety of all children, staff and visitors, and recommend them to the full Governing Body. To review and track all expenditure, ensuring that adequate funding is available to employ all the staff required, and to keep the premises and grounds safe and in good repair.

Terms of reference:

FINANCE

- In consultation with the Headteacher and School Business Manager, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3-year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the City Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements, staffing, and any work required on the premises and grounds.
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised, and to undertake an annual health & safety audit of the school's premises and report to the full Governing Body.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher and Pay Committee.
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To review the staffing structure in consultation with the Headteacher, and keep under review staff work/life balance, working conditions and the monitoring of absences.
- To determine whether sufficient funds are available to pay for work on the premises and grounds when these have been recommended and approved.

PREMISES

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

STAFFING

- To draft and keep under review the staffing structure in consultation with the Headteacher and Finance Committee.
- To establish and Pay Policy for all categories of staff and to be responsible for its administration and review.
- To ensure that safe recruitment procedures for all categories of staff are followed and that all staff have enhanced DBS and Section 128 checks.
- To oversee the appointment procedures for all staff with appropriate delegation to the Headteacher.
- To ensure that where necessary, interview panels should assist in the interview process, and the panels should include the appropriate members of staff and governors.
- To establish and review a Performance Management Policy for all staff.
- To receive a written report from the Headteacher on the impact of Performance Management and the need for staff training and development. To make recommendations to appropriate committees and the Governing Body.
- To oversee the process leading to staff reductions.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence levels.
- To make recommendations on personnel related expenditure.
- To consider any appeal against a decision on pay grading or pay awards.
- To report back to the Governing Body on all matters of Finance, Premises and Staffing.

Membership:

No fewer members than four governors, including the Headteacher and three non-teaching staff. The Chair of the Committee to be elected by those governors at the first meeting in each new school year.

Quorum:

A minimum of three governors to include the Headteacher or their designated deputy.

Reviewed by the Finance, Premises and Staffing Committee at its meeting on.....

Adopted by the Governing Body at its meeting on.....

Due for review on.....