



Sutton CE (VC) Primary School

Finance & Personnel Committee ~ Terms of Reference

1. Membership

- 1.1 The committee shall consist of not less than four governors plus the Headteacher (his/her representative).
- 1.2 The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the Headteacher following consultation with the committee.
- 1.3 Other members of the governing body may attend meetings of the committee and may contribute to discussions on matters under consideration.
- 1.4 Only full members of the committee, as approved by the Governing Body shall have the right to vote on any resolution placed before the committee.

2. Quorum

- 2.1 The quorum shall be three governors plus the Headteacher or his/her representative.

3. Meetings

- 3.1 The committee shall meet termly, or more frequently as may be from time to time required.
- 3.2 The agenda for the meeting shall be distributed at least seven days before the meeting.
- 3.3 Minutes of the committee's meetings will be circulated to all committee members and published save for confidential items.
- 3.4 Where there is an equality of votes and against a particular resolution the matter will be referred back to the next meeting of the Governing Body.
- 3.5 During discussion of specific issues governors and staff state any Pecuniary Interests. Whilst they may offer expertise they should withdraw from any voting or decision making process. Members of the committee who also work at the school need not withdraw from the meetings when their interest in the matter being discussed is not greater than the interest of the generality of the employees of the school. (Ref: The Education (School Government) Regulations 1989 ~ Part 5 Regulation 14).

4. Chairmanship

- 4.1 The chair of the committee shall be elected annually at the first meeting of the full Governing Body in the Autumn Term.

5. Accountability

- 5.1 The committee shall be accountable to the governing body and will report any decisions made to the next full governing body meeting.

6. Functions

- 6.1 The committee is responsible for: -
 - a) Reviewing, at the first meeting in each academic year, these terms of reference, and make any recommendations for changes to the governing body.
 - b) Delegating to the headteacher all matters relating to the day to day management and supervision of the staff employed in the school and the day to day financial management of the school.
 - c) Recommending to the governing body changes to the schools pay and conditions policy in accordance with the national and local legislation and any contractual agreement made between the LEA, the governing body, the staff and their unions/professional associations.



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- d) Ensuring the above policy is implemented in a fair and equal manner in accordance with staff contracts of employment and employment law.
- e) Drafting and recommending for adoption a strategic staffing plan.
- f) Establishing and regularly reviewing the following procedures for members of staff;

Appraisal	Lack of Capability
Disciplinary Procedure ~ Misconduct	Leave of Absence
Disciplinary Rules	Personal Information
Equal Opportunities ~ Staff	Physical Intervention
Grievance Procedure	Redundancy
Harassment	Staff Recruitment and Selection
PPA	Whole School Pay Policy

- g) Reporting to the governing body on all staff matters which relate to conditions of service.
- h) Advising the governing body on all current personnel developments which may affect the school's pay policy budget.
- i) Determining and monitoring the appointments procedure on behalf of the governing body.
- j) Setting and monitoring an in-house training strategy each year.
- k) Ensuring that teaching staff training is taking place.
- l) Ensuring that newly qualified teachers and all new staff have an effective induction programme.
- m) Complying with the Performance Management policy of the school for teachers.
- n) Providing guidance and assistance to the headteacher and the governing body in any matters relating to governors' financial responsibilities.
- o) Overseeing longer term financial planning and resourcing in the context of the School Development Plan, policies and objectives of the school, and advising the governors thereon as appropriate.
- p) Considering each year's annual School Improvement Plan priorities and recommend an annual budget to the governing body for approval each year.
- q) Monitoring spending of official funds against budget on a regular termly basis and to report on significant issues to the governing body.
- r) Authorising virement (i.e. switches between budget headings) and non-budgeted expenditure decisions for costs between £2,500 and £5,000 and make any recommendations to the full governing body on such items in excess of £5,000.
- s) Considering audited accounts for unofficial/non-public funds and forwarding to the governing body.
- t) Reviewing annually the school's policies on charging, remissions and lettings and make any recommendations for changes to the governing body.
- u) Ensuring that adequate systems exist to help the school achieve best value in purchasing goods and services.



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v) Ensuring that the register of pecuniary interest is maintained. (Autumn)

w) Acting as Salary Review Committee.

Additional functions from the disbanded HandS Committee

x) An annual programme of repairs and maintenance after carrying out an inspection of the premises.

y) Make recommendations concerning major capital works and improvements (in aided schools, building responsibilities).

z) The level of maintenance service the school wishes to buy from service providers .

aa) Adequate premises insurance.

bb) Policies for security and fire safety, health and safety, including monitoring procedures.

cc) Ensure the school complies with Health and Safety regulations.

dd) Ensure that suitable risk assessments are prepared and that action is taken to minimise risk.

ee) Action to meet governors' responsibilities under the Environmental Protection Act 1990 relating to litter and refuse.

ff) Monitoring gas, water and electricity services.

7. Delegated Policies to be reviewed and renewed by the Committee

Policy	Review Period
Appraising Performance & Capability	Annually
Appraising Teacher Performance	Annually
Best Value Statement	Annually
Classroom Observation Protocol	Annually
Charging	Annually
Cover for Teacher Absence	Annually
Debt Management	Annually
Discretionary Leave of Absence	Annually
Equality and Diversity	Annually
Financial Responsibilities	Annually
Fire Safety	Annually
Fire and Emergency Procedures	Annually
First Aid	Annually
Flexible Working	Annually
GDPR	Annually
Handling Redundancy Policy and Procedure	Annually
Health and Safety	Annually
Intimate Care	Annually
Invacuation (Lockdown) Policy and Procedure	Annually
Lettings	Annually
Lone Working	Annually
Management Of Sickness Absence	Annually
Performance Management Support Staff	3 Yearly
PPA Time	Annually
Recruitment Selection Policy and Procedure	Annually
Safer Employment	Annually
Safer Recruitment Policy and Procedure	Annually
Shared Parental Leave (Birth)	Annually



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Policy (cont)	Review Period
Shared Parental Leave (Adoption)	Annually
Staff, Governors & Volunteers Code Of Conduct	Annually
Staff Grievance	Annually
Statement of Procedures for Dealing with Allegations of Abuse against Teachers and Other Staff and Volunteers	Annually
Stress Management	Annually
Whole School Pay	Annually