

The Personnel and Finance Committee

Terms of reference

Membership:

- The committee shall consist of (not less than four) governors plus the Headteacher.
- The committee shall have such co-opted non governor non-voting/voting members as the governing body shall appoint. The committee may make recommendations for these appointments.

Quorum

The quorum shall be three governors, of which the Headteacher must be one. Governors who are employed at the school are entitled to sit on the personnel committee, but cannot take part in discussion or decisions on the pay or appraisal of anybody employed at the school. The Headteacher may leave the room when the appointed governor gives his recommendations following on from the Head's performance management meeting.

Meetings

The committee shall meet at least once a term and otherwise as required.

Terms of Reference

Finance

- To provide guidance and assistance to the Headteacher and the governing body in all matters relating to budgeting and finance;
- To prepare and review financial policy statements, including consideration of long term planning and resourcing for agreement by the whole governing body;
- To consider each year's school improvement plan priorities and present an annual budget to the governing body for approval;
- To monitor the income and expenditure of all public funds (i.e. budget share, and any other funds devolved by the LEA), and report the financial situation to the governing body each term;
- To prepare a Finance Policy for the governing body to include recommended levels of delegation. (To be reviewed annually);
- To vire a fund (i.e. move money between budget headings), if necessary, within limits set by the governing body.
- To ensure the audit of non-public funds for presentation to the governing body;
- To receive and where appropriate respond to the Internal Audit report.

- To monitor non-financial data affecting budgets (principally but not exclusively free school meal entitlements and pupil numbers);
- To ensure that the principles of Best Value are followed in making decisions;
- To make recommendations on the purchasing of services.

Personnel

- To monitor, keep under review and make recommendations on policies dealing with personnel issues and report to the full governing body;
- To monitor the Performance Management Policy and report to the full governing body;
- To make arrangements for interviewing and appointing staff;
- **Redundancy** - to draft and review, in consultation with staff, criteria for redundancy for approval of the governing body;
- **Salaries**
 - To liaise with the finance committee to establish the annual and longer term salary budgets and other costs relating to personnel, e.g. staff development.
 - To review staff salaries annually and make decisions on pay (having taken due regard of the appraisal procedure within the Performance Management Policy);
- **Staff structure** - to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's improvement plan.