

Askam Village School

Finance, Premises and Personnel Committee



Terms of Reference

- Finance
 - ✓ To establish and maintain a 3-year budget
 - ✓ To approve the school's formal annual budget plan
 - ✓ To review policies relating to charging and remittance, staff pay and personnel
 - ✓ To make decisions in respect of service agreements
 - ✓ To make decisions on expenditure re buildings, equipment etc
 - ✓ To present the budget and prepare financial summaries for the FGB
 - ✓ To ensure that Health & Safety expenditure requirements are appropriately prioritised
 - ✓ To draft and approve the School's Financial Value Standard annually
 - ✓ To decide whether the budget allows for staff pay increments as recommended by the Headteacher following performance management reviews
- Buildings
 - ✓ To delegate a building inspection to selected members of the group on an annual basis
 - ✓ Monitor progress on repairs and maintenance
 - ✓ To review the Access Plan on an annual basis
 - ✓ To advise the FGB on priorities, including Health & Safety, for the maintenance and development of the school premises
 - ✓ To make recommendations on premises related expenditure
- Personnel
 - ✓ To review staffing structure in consultation in accordance with the priorities identified within the School Improvement Plan and within budget constraints
 - ✓ To monitor the application of the Pay Policy on an annual basis
 - ✓ To monitor the application of the Performance Management Policy for all personnel
 - ✓ To monitor the appointment procedure for all personnel
 - ✓ To monitor the process leading to any reduction in personnel
 - ✓ To assess and review issues relating to well-being of the personnel including work/life balance, working conditions and absence
 - ✓ To monitor social, physical and economic wellbeing of staff
 - ✓ To refer any appeals against a decision on pay grading or pay awards to the Complaints and Grievances committee
- Fund raising
 - ✓ To oversee fundraising activity within the school
 - ✓ To keep an awareness of SJB priorities and financial need so that opportunities for fundraising can be identified, enabling highlighting of budget lines which may be eligible for external funding
- Quorum
 - ✓ Three governors