



De La Salle School

Terms of reference for the Finance, Premises and Personnel Committee

Members

Headteacher
Anne Hodgson
Samantha Murray
Rob Nunnery
Sarah O'Brien
Greg Tyrer

General Terms

- To act on matters delegated by the full governing body by the CMAT
- To liaise and consult with other committees where necessary
- To contribute to the School Improvement Plan
- To consider safeguarding and equalities implications when undertaking all committee functions

Quorum

- The quorum shall be three governors

Meetings

- The committee shall meet a minimum of once per term
- The chair will be elected at the first meeting of the academic year
- The Committee meetings will not be open to the public but minutes shall be made available
Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher)
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee)
- Any decisions taken must be determined by a majority of votes of committee members present and voting

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into account the priorities of the School Improvement Plan, roll projection and signals from central government and the CMAT regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan and allocation from the CMAT.

- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

Financial Monitoring

- To monitor the progress of all aspects of the SIP relating to finance.
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the headteacher or delegated officer.
- To report back to each meeting of the full governing body and, where applicable, the CMAT, and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the CMAT scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Academies:
 - To review and complete the School Resource Management Self-Assessment Checklist
 - To undertake any remedial action identified as part of the self-assessment
 - To receive and act upon any issues identified by internal and external audit

Premises

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body and, where appropriate, the CMAT, of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
 - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- Under direction from the CMAT, to create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the CMAT and governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Personnel

- To monitor the progress of all aspects of the SIP relating to personnel.
- In line with the CMAT scheme of delegation, to undertake the selection, recruitment and appointment of staff below Deputy Headteacher.
- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff, in line with the expectations of the CMAT.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.

- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval, ensuring compliance with legislation and the policies of the CMAT.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body and, where appropriate, the CMAT, staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with the CMAT and staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- Where delegated by the CMAT, to draw up for approval by the Governing Body all policy documents relating to Personnel issues and to keep them under regular review.
- To monitor Continuous Professional Development of Staff.
- To undertake the responsibilities of the Governing Body in respect of Early Career Framework Teachers.
- To monitor staff absences in line with any sickness/attendance procedures adopted by the Governing Body

Specific Policies

Year	Autumn	Spring	Summer
2024/25	Financial Procedures (CW) 1 H+S updates all areas (CW)1 Teacher appraisal (CM) 3 Performance Management (CM) 1 LA policies: - Discipline, conduct and grievance (JP) - Adoption leave (JP) - Appraisal (CW) - Code of Conduct (AR) - Flexible working (JP) - Leave of absence (AR)	Emergency Plan (CW) 2 Anti-Fraud Bribery and Corruption (CW) 2 Capability of Staff (AR) 1 NQT (AF) 1	Charging and Remissions (CW) 2 LA policies: - Maternity Leave (AR) - Mileage and Travel expenses (AR) - Redundancy (AR) - Shared Parental Leave (AR) - Staff Attendance Management (AR)
2025/26	Financial Procedures (CW) 1 H+S updates all areas (CW)1 Data Breach Procedures (CW) 2 Working from Home (CW) 2 LA policies: - Discipline, conduct and grievance (JP) - Adoption leave (JP) - Appraisal (CW) - Code of Conduct (AR) - Flexible working (JP) - Leave of absence (AR)	Health and Safety of Pupils on Educational Visits (CW) 2 CCTV (CW) 3 Capability of Staff (AR) 1 NQT (AF) 1 Menopause Support (AR) 3	Lettings (CW) 2 Lone working (CW) 2 Sickness Absence Procedure (AR) 2 LA policies: - Maternity Leave (AR) - Mileage and Travel expenses (AR) - Redundancy (AR) - Shared Parental Leave (AR) - Staff Attendance Management (AR)
2026/27	Financial Procedures (CW) 1 H+S updates all areas (CW)1 LA policies: - Discipline, conduct and grievance (JP) - Adoption leave (JP) - Appraisal (CW) - Code of Conduct (AR) - Flexible working (JP) - Leave of absence (AR)	Emergency Plan (CW) 2 Anti-Fraud Bribery and Corruption (CW) 2 Capability of Staff (AR) 1 NQT (AF) 1	Charging and Remissions (CW) 2 LA policies: - Maternity Leave (AR) - Mileage and Travel expenses (AR) - Redundancy (AR) - Shared Parental Leave (AR) - Staff Attendance Management (AR)