

## Saltaire Primary School

### Terms of reference for the Finance, Premises & Staffing Committee –2024-2025

#### **1. Roles of the Committee**

- 1.1. To assist the Governing Body in ensuring the effective and efficient use of resources to raise children's attainment by directing the management of the school budget in support of the School Improvement Plan.
- 1.2. To assist the Governing Body in fulfilling its statutory responsibilities for all staff employed in school and to generate the best professional environment within which all staff can contribute to ensuring the progress and well-being of all pupils.
- 1.3. To assist the Governing Body to fulfil its responsibilities in providing the best possible physical environment within which children can learn, and to ensure all the Governing Body's statutory responsibilities for the health and safety of all pupils and adults on school premises are met.

#### **2. Terms of Reference of the Committee**

- 2.1. To ensure the annual budget is prepared in support of the School Improvement Plan and presented with any options for consideration to the Full Governing Body for approval.
  - 2.2. To monitor overall expenditure and the budget position and provide an outline budget statement for the Full Governing Body each term.
  - 2.3. To advise other Committees and the Full Governing Body of the financial implications of matters they are considering.
  - 2.4. To advise the Full Governing Body on ways of maximizing school income.
  - 2.5. To ensure that a Register of Governors' Interests is maintained and regularly updated and published on the school website.
  - 2.6. To determine and recommend to the Full Governing Body a prioritised programme of maintenance and improvement to be funded from the budget delegated to school (Asset Management Plan).
  - 2.7. To ensure the condition of the fabric of the building is monitored and to authorise maintenance work within the agreed budget provision.
  - 2.8. To ensure that due consideration is given to sustainability and climate change risks and opportunities in decisions about the school estate.
  - 2.9. To advise the Full Governing Body on lettings policy, and review the scale of charges.
  - 2.10. To ensure that the performance of cleaning, grounds maintenance and catering services are monitored and appropriate action taken where necessary. (Governors to be informed of initiatives).
  - 2.11. To agree specifications for any work to the building to be undertaken by outside contractors and funded from the delegated budget.
  - 2.12. To ensure the security of the premises is monitored and appropriate action taken as necessary.
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- 2.13. To monitor the operation of the LEA's Health & Safety Policy Statement as far as it affects the school in order to safeguard the health and safety of pupils, employees and visitors to the school, and to make recommendations to the Full Governing Body.
- 2.14. To regularly review the need for structural repairs and maintenance for which the LEA is responsible, and to make recommendations for updating the School Improvement Plan as it relates to school premises.
- 2.15. To monitor the operation of the LEA's Data Protection Policy Statement as far as it affects the school in order to pupils, employees and visitors to the school, and to make recommendations to the Full Governing Body.

### **3. Staffing Responsibilities**

- 3.1. To review the school staffing structure in relation to the School Improvement Plan whenever a vacancy occurs, and at least annually.
  - 3.2. To make recommendations about Human Resources to the Governing Body for school budget planning and other purposes.
  - 3.3. To provide reports as required to the Pay Committee, which has delegated powers to decide on staff pay.
  - 3.4. To advise the Governing Body on the appropriate level of Governor involvement in the recruitment and selection of staff. Any appointments panel to include the Headteacher or his/her representative.
  - 3.5. To ensure that each member of staff has a clear job description and contract of employment.
  - 3.6. To consider applications from staff for leave of absence outside any scheme adopted by the Governing Body, early retirement, or other matters not covered by school management arrangements or Governing Body policies.
  - 3.7. To recommend and review the procedures for dealing with staff discipline and grievance and ensure all staff are informed of them.
  - 3.8. To recommend and review the procedures for dealing with pupil discipline and ensure staff are informed as appropriate.
  - 3.9. To review the continuing professional development of staff with the Headteacher and, in relation to the School Improvement Plan, to monitor how well these objectives are being met.
  - 3.10. To ensure that all requirements of legislation relating to equal opportunities and non-discrimination are met.
  - 3.11. To authorise any leave of absence for staff within any scheme adopted by the Full Governing Body.
  - 3.12. To make all necessary arrangements for the appointment of staff which have been agreed by the Committee or the Full Governing Body meeting.
  - 3.13. To approve the working of overtime.
  - 3.14. To take the necessary urgent action on staffing issues in consultation with the Chair of the Committee.
  - 3.15. To report as required on the above matters to the Committee and/or the Full Governing Body meeting.
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## **Functions delegated to the Headteacher:**

### **4. Level of Delegation**

- 4.1. The Headteacher to have delegated powers to spend up to £5000 at any one time on non-recurring items without prior reference to the Finance, Premises and Staffing Committee.
- 4.2. Finance, Premises and Staffing Committee to have delegated powers to approve:
  - 4.2.1. Expenditure to a maximum of £25,000 at any one time.
  - 4.2.2. Decision making on premises matters including approval of expenditure between £5000 and £25,000, are delegated to the Finance, Premises and Staffing Committee, with the exception of the following functions which are retained by the Full Governing Body;
    - a Tenders and expenditure for all building or civil engineering contracts of between £5000 and £25,000 which are to be funded from the school's delegated budget.

### **5. Non-delegated powers:**

#### **The Full Governing Body retains the power to:**

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  - 5.1. Make decisions on all other expenditure over £25,000 and on any question of money being vired between budget headings.
  - 5.2. Consider and approve the school annual budget plan.
  - 5.3. Consider audit reports on the school.
  - 5.4. Approve the Asset Management Plan, which includes annual maintenance.
  - 5.5. Consider recommendations from the Finance, Premises and Staffing Committee for improvements or alterations to the school premises not contained within the agreed budget.

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### **6. Reporting**

- 6.1. All actions and decisions will be reported to the next meeting of the Full Governing Body and the minutes of all Finance, Premises and Staffing Committee meetings will be made available as soon as possible to the Clerk to Governors for circulation with the agenda for the next meeting of the Governing Body.
  - 6.2. Items deemed confidential by the Finance Premises and Staffing Committee will be recorded in separate confidential minutes and reported verbally by the Chair of the Committee at the next meeting of the Full Governing Body.
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- 6.3. The Committee shall appoint an independent Clerk who shall take notes and provide advice as necessary on procedural matters to the Committee.

## **7. Membership**

- 7.1. The Committee shall consist of at least 5 members of the Governing Body, (plus the Headteacher).
- 7.2. The quorum for meetings is 3 non-staff Governors.
- 7.3. The Chair of the Committee shall be elected each academic year at the first meeting of the Committee.
- 7.4. Voting rights are restricted to Governors.
- 7.5. The Headteacher and Staff Governors may be required under the relevant Regulations to declare an interest in items for discussion. This may require them to leave the room when the matter is discussed and take no part in that discussion or vote.

## **8. Review**

- 8.1. These Terms of Reference will be reviewed by the Governing Body at its first full meeting in the academic year.

Date: September 2024

Signed by Chair of Governors \_\_\_\_\_

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