

## **FINANCE, PERSONNEL & GENERAL PURPOSES COMMITTEE**

### **TERMS OF REFERENCE**

- To establish and maintain an up to date 3 year financial plan that delivers financial viability.
- To ensure that the school operates within the Financial Regulations of the County Council.
- To assist the Headteacher to prepare a draft budget for the forthcoming three years for the approval of the Governing Body, taking into consideration the school improvement plan.
- To monitor income and expenditure and report at every Governing Body meeting.
- To agree the level of delegation to the Headteacher for the day to day financial management of the school.
- To monitor expenditure and auditing of all voluntary funds kept on behalf of the Governing Body.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To accept recommendations for pay increments following successful performance management.
- To accept recommendations of Headteacher's Performance Management Review Committee.
- To draft and keep under review the staffing structure in consultation with the Headteacher and to recommend any changes for approval by the Governing Body.
- To oversee the appointment procedure for all staff having regard to safer recruiting procedures.
- To assist in the process of developing policies on personnel matters.
- To monitor absence and take any necessary action.
- To keep under review staff work/life balance, working conditions and well being.
- To ensure that the school operates within the Government's employment legislation.
- To consider any other items referred by the Governors or Headteacher.
- To review all policies and procedures which do not fall within the remit of other committees of the Governing Body.
- To review annually the statement of internal control

Meetings to be held once a month

Record of attendance to be kept

Minutes of all meetings to be recorded by the Clerk and kept in school office

Reviewed May 2021