



## **HOYLE COURT PRIMARY SCHOOL GOVERNING BOARD**

### **Finance and General Purposes Committee Terms of Reference**

#### **Function of the Committee**

To assist the Governing Board in fulfilling its responsibilities in directing the management of the school budget and providing a pleasant, safe and secure environment for staff and pupils.

#### **Responsibilities of the Committee**

##### **Personnel**

1. To ensure the school has an effective and high quality staff that promotes the raising of pupil attainment and achievement.
2. To review staff salaries annually as required by the Pay and Conditions Document/Appraisal policies and make recommendation to the Governing Board in conjunction with the Pay Committee. The Pay Committee will comprise of three members of this committee.
3. To ensure that the school has all statutory and appropriate policies in place regarding personnel issues and that these are reviewed regularly.
  - a) Review policies and procedures on personnel issues:
    - Leave of absence
    - Staff discipline,
    - Grievance
    - Appraisal
    - Capability
    - Pay policy
4. To ensure effective procedures are in place to deal with issues concerning personnel
  - To ensure all staff have a clear job description and contract of employment.
  - To ensure that all requirements of equal rights legislation are adhered to throughout the school.

##### **Disqualification**

Any relevant person employed to work at the school other than as the Head teacher should not be in attendance when the subject for consideration is the pay or performance of any person employed to work at the school.

##### **Level of Delegation**

Powers of decision making on all school personnel matters are delegated as outlined above.

The following functions are retained by the Governing Board:

- To approve the school staff establishment.
- Governors will have the option of joining in the interview process for permanent members of staff.

The following functions are delegated to the Head teacher:

- To authorise any leave of absence request within the schemes adopted by the Governing Board.
- To appoint temporary supply staff.
- To make all necessary arrangements for the appointment of staff authorised by the committee or the Governing Board.
- To approve the working of overtime.
- To take urgent action on staffing issues after consultation with the Chair of Governors.

### **Finance**

1. To monitor the budget
2. To authorise changes to the budget where appropriate
3. To ensure that the school's finances comply with best value good practice
4. To ensure the school has a clear internal financial procedures document that complies with current financial standards
5. To prepare and review finance/premises based statutory policies

### **Premises**

1. To ensure procedures are in place in the school to meet all health and safety legislation
2. To ensure that buildings and the learning environment are maintained and fit for purpose

### **Level of Delegation**

- The Headteacher to have delegated powers to spend up to £5000 at any one time on non-recurring items without prior reference to the committee.
- The F&GP Committee to make prior reference to the Governing Board before money exceeding £5000 can be debited/credited between budget headings.
- Three quotations for projects exceeding £5000 will be sought where possible and approved by the full Governing Board.

### **Reporting**

- All agreed actions and decisions will be reported to the next meeting of the Governing Board.
- A copy of the minutes of the Committee to be made available by the Clerk of the Committee as quickly as possible after their approval.
- Items that are deemed to be confidential by the Committee shall be recorded as a separate confidential minute and reported verbally at the next Governing Board meeting, by the Chair of the Committee, wherever possible.
- The Chair of the Committee to give a general verbal report to one meeting of the Governing Board each term.

### **Membership**

- Further, for this Committee to be a quorum there must be at least 2 non-school based governors in attendance.
- Voting rights shall be restricted to members of the Committee.
- The Committee shall have the right to involve other governors and members of staff as and when agreed.
- The quorum for the meetings shall be 3 members of the Committee.
- Associate members are able to join this committee.

**Clerk to the Committee – Nageena Khan**

**Date Committee established: 20 September 2012**

**Date of review: Autumn 2020**

**THESE TERMS OF REFERENCE WERE AGREED BY THE GOVERNING BOARD on 04  
October 2019**