

**Longhill High School  
Governing Board**

**PERSONNEL AND FINANCE COMMITTEE**

**Membership**

The Personnel and Finance Committee will comprise a minimum of five Governors, the Headteacher (or a nominated member of SLT if she is unable to attend) and the Business Manager. All members are entitled to vote. The Governing Board appoints the Governor members of the Committee. The Headteacher and Business Manager are ex-officio appointments.

**Chair and Vice Chair**

The Personnel and Finance Committee will elect one of the Governor members as Chair of the Committee and one as Vice-Chair of the Committee at its first meeting of the academic year. In the Chair's absence, the Vice-Chair will take the role of the Chair.

**Quorum**

The quorum will be three Governor members.

**Meetings**

The Personnel and Finance Committee will meet four times per year to include the Budget meeting. The minutes shall be taken by the Clerk for the Governors. In the absence of the Clerk, the minutes shall not be taken by the Chair of the Committee. The minutes of the previous meeting shall be distributed with each agenda, and, if agreed as a correct record, signed by the Chair of the Committee.

**Review of Terms of Reference**

The Terms of Reference of the Personnel and Finance Committee shall be reviewed annually by the Committee, with any recommendations sent to the next available Governing Board meeting for ratification.

**Purpose of committee**

**Finance:**

- A. To exercise the financial powers and duties of the governing body, as outlined in the Scheme of Delegation, and to report all decisions taken under delegated powers to the next meeting of the Full Governing Body
- B. To inform the local authority's Schools' Finance team when the school wishes to meet expenditure of a capital nature from the revenue budget
- C. To approve transfer between budget headings (virement) within agreed limits, as per the Scheme of Delegation
- D. To inform the local authority's Internal Audit team if it suspects an irregularity affecting resources of the school or council
- E. To submit a budget, linked to the School Development Plan, to the Full Governing Body at the start of the relevant financial year
- F. To review the budget at least termly and report to the Full Governing Body any financial matters it considers significant
- G. To monitor expenditure of any voluntary funds kept on behalf of the Governing Body
- H. To approve and oversee the operation of the schools' Charges and Remissions Policy and Expenses Policy
- I. To oversee the preparation and implementation of contracts

**Personnel**

- A. To ensure that the schools are staffed sufficiently for the fulfilment of the school development plan and the effective operation of the schools, approving any staffing structure presented by the Headteacher's
- B. To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation
- C. To approve and oversee the operation of the schools' Appraisal Policy - including the arrangements and operation of the schools' appraisal procedures for the Headteacher\*
- D. To approve and oversee the operation of the schools' Staff Discipline, Capability and Grievance Policies, with appeals procedures, and that staff are informed of these
- E. To keep under review staff life/work balance, working conditions and well-being, and to monitor absence

#### **Pay Policy and Pay Review\***

- A. To establish, monitor and review a Pay Policy annually for all categories of staff, taking account of statutory and contractual obligations, local and national developments and make appropriate recommendations to the governing body
- B. To oversee an annual review of teaching staff salaries and ensure that sufficient allocations are made in the budget to allow for progression and pay increments, as recommended by the Headteacher's' Performance Management Group – the Headteacher's will notify staff, in writing, of any changes to their pay

#### **Premises**

- A. To establish and keep under review a Building Development Plan, Accessibility Plan and Lettings Policy
- B. To approve the costs and arrangements for maintenance, repairs and redecoration
- C. To advise the Full Governing Body on priorities, including Health and Safety, for the maintenance and development of the schools' premises
- D. To approve the level of maintenance service the schools wish to buy from service providers
- E. To receive a report each term from the Health and Safety (including Fire) working group
- F. To ensure that the schools comply with health and safety regulations
- G. To produce directions as to when (if at all) school or council property may be removed from the schools' premises other than for school purposes
- H. To ensure that governors' responsibilities are discharged regarding litter under the Environmental Protection Act 1990
- I. To carry out school visits to monitor priorities relating to finance, premises and personnel, and report to the committee at each meeting in line with the Governor Visits Policy

#### **\*Disqualification**

Any relevant person employed to work at the schools other than as the Headteacher's and bursars when the subject for consideration is the pay or performance review of any person employed to work at the schools