

TERMS OF REFERENCE OF COMMITTEES

FINANCE, ASSET MANAGEMENT AND HR COMMITTEE

1. The Governing Body of Home Farm Primary School has established a Finance, Asset Management and HR Committee. The constitution, proceedings and terms of reference for the Committee are set out below. This document will be reviewed by the Governing Body annually.

Membership

2. This Committee shall consist of the following ex-officio members- the Chair of the full Governing Body and the Headteacher, together with four other named members.
3. Any member of the Full Governing Body is welcome to attend meetings of the Committee.
4. The school's Business Manager will attend meetings of this committee as required. The school's site-manager may attend committee meetings as required for premises matters.
5. A Chair of the Committee is elected annually by this committee. In the absence of the Chair, one of the other Governors present will take the chair for the meeting.
6. A quorum for this committee shall be FOUR Governors.
7. When confidential matters are under discussion, Governors who are also staff members may be asked to withdraw from the discussion.

Meetings:

8. The committee will meet as required in consultation with the Headteacher, but at least once a term.
9. The agenda will be set by the Committee Chair, Headteacher and School Business Manager in consultation with the Clerk to the Governors, and circulated to committee members at least seven days prior to the meeting. Confidential items are recorded on pink paper or, where the agenda is circulated electronically, formatted accordingly.
10. The Clerk to the Governors shall record the minutes of the meeting. They shall be submitted to the headteacher, Committee chair and School Business Manager within one week, for circulation as appropriate. Confidential items are recorded on pink paper or, where the agenda is circulated electronically, formatted accordingly.

Terms of Reference

11. These terms of reference should be read in conjunction with the school's agreed Financial Regulations and Scheme of Delegation and the list of delegated responsibilities decided annually by the Governing Body.
12. The following general terms govern the work of the Committee:
 - a. to act in accordance with the Education (School Government) Regulations and other legislation affecting the conduct and responsibilities of School Governing Bodies;
 - b. to deal with any matters that may be referred to the Committee by the full Governing Body.

- c. to report to the Governing Body all decisions taken within the powers delegated to the Committee.

13. The following finance and asset management responsibilities have been delegated to this committee by the full Governing Body:

- a. The preparation of the annual budget will be undertaken by the Headteacher in consultation with the FAM Committee, with a view to it being formally presented for approval at an appropriate meeting of the Committee.
- b. To review the actual expenditure on a termly basis.
- c. To approve expenditure as per the financial regulations and monitor spending in the school.
- d. To make recommendations for future financial planning, in accordance with the School Development Plan and The Financial Regulations and Scheme of Delegation.
- e. To monitor the use of the School Private Funds.
- f. To review the various LEA insurance schemes.
- g. To make decisions as to virements within agreed budgets, within the delegated powers of the Governing Body.
- h. To agree and determine charges for the letting of the school premises including the grounds. Review the school's Charging and Remissions Policy as appropriate, and present it to the full Governing Body for ratification.
- i. To ensure that all Standards Fund Grants receivable via the Secretary of State are used appropriately.
- j. To consider matters relating to business and commercial sponsorship, as appropriate.
- k. To ensure that buildings, equipment, and materials are safe and incur no risk to health.
- l. To review, monitor and implement the written Health and Safety Policy. To ensure that there is an annual Health and Safety Audit.
- m. To monitor the maintenance and improvement of site and buildings.
- n. To make and review recommendations for the future premises provision and asset management for the School Development Plan.
- o. To control the use of the premises outside of the school day, and ensure that national and LEA directions for community out-of-hours use are followed.
- p. To monitor the appointment of architects, builders, ground maintenance teams, surveyors etc, according to the established procedures laid down by the Governing Body, and to monitor all aspects of their work.

14. The following HR related issues have been delegated to this committee by the full Governing Body.

- a. to recommend to the Governing Body and keep under review a policy and procedures for performance management in school;
- b. to review the operation of the overall performance management policy in the school and provide an annual report to the Governing Body on the effectiveness of the performance management processes and procedures in relation to all members of staff;
- c. to determine a performance review process for the Headteacher;
- d. To approve procedures for the recruitment of all staff, ensuring that all staffing appointments are appropriately advertised and that all selection panels include the Headteacher, with the exception of those relating to the appointment of a new Headteacher.
- e. To consider applications from staff for secondments or leave of absence.
- f. To consider and approve HR Local Authority Policies.
- g. To authorise and monitor expenditure within the staffing budgets with delegated powers for day-to-day matters, including supply cover, being passed to the Headteacher. CPD will be delegated to the Headteacher and staffing level plans will be agreed in the summer term.
- h. To monitor the work / life balance of all staff.
- i. To review the Governing Body's duty of care for the Headteacher.
- j. To review the Leadership and Management section of the SEF.
- k. To review staff equal opportunities provisions.

Adopted by the Governing Body – September 2015

PAY COMMITTEE

Delegation of Function

The Governing Body shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff

Clerking

The meeting of the Staff Pay Committee should not be clerked by a Governor, or a member of the Committee or the Headteacher.

Membership

The Staff Pay Committee shall consist of at least three named members of the Governing Body, none of whom shall be employees or Associate Members. The Pay Committee should consist of the Chair of the Governing Body, the Chair of the FAM / HR Committee, and the Vice Chair of the FAM / HR Committee.

The headteacher may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed.

Quorum

Three Governors

Terms of Reference

- To determine the Pay Policy for the school;
- To advise the Governing Body/Finance Committee on current and future pay level;
- To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and member of the leadership group;
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range
- To approve annual pay progress for the headteacher (by 31 December at the latest), taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required;
- To monitor and report to the full Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.