



## BUILDING, FINANCE, STAFF & PAY (BFS+P) COMMITTEE – 2018/19

### **Terms of Reference**

**Membership** - At least 4, preferably 6, governors as members to be appointed at first Full Governors meeting of the academic year and at other full meetings as required.

The Chair is to be elected by the members of the committee at the first meeting of the academic year by show of hands unless one or more committee members request a secret ballot.

The Clerk to the Governors will be responsible for convening meetings, issuing agendas and compiling minutes. The administrative rules for meetings are to be the same as for Full Governor meetings.

The Committee may have in addition such non-voting members as the Governing Body shall appoint.

The Governing Body may remove or replace a member of the Committee at any time.

**Quorum** – Three members of the committee will form a quorum.

**Reporting** – The minutes of committee meetings will be distributed ahead of the next Full Governors meeting.

**Meetings** - The Committee shall meet at least once per term or otherwise as required.

**Delegation** – The committee has an advisory and monitoring function. It has no separate delegated authority other than that granted by the Full Governing Body for specific issues or projects.

The committee agree that all governors will be trusted to declare any personal interest in agenda items for committee meetings and full governor meetings and therefore this will not be an agenda item.

### **Duties & Responsibilities**

#### **Premises**

1. To ensure that as far as possible within budgetary allowance, the fabric of the school building and grounds are properly maintained
2. To plan for future improvements and alterations to the school buildings and to ensure optimum use of premises and capital resources, in consultation with the Full Governing Body and others
3. To monitor the progress of maintenance and improvement projects
4. To ensure high standards of cleanliness and routine maintenance throughout the school premises
5. To establish and keep under review any major capital projects.
6. To establish and keep under review an Accessibility plan

#### **Health and Safety**

1. To ensure compliance with statutory requirements, LA directives and the school Health and Safety Policy to provide a safe environment for pupils, staff and visitors
2. To review and monitor the work of the school health and safety committee

#### **Security**

1. To ensure as far as reasonably possible that the school is secure from unauthorized access

### **Insurance**

1. To ensure that the school is appropriately insured

### **Lettings**

1. To oversee arrangements for the use of school premises by outside users

### **Finance**

1. Work with the School bursary service and the school management team to draw up a budget of the school finances for the approval of the Full Governing Body
2. To regularly monitor the school finances and to take action or make recommendations as appropriate to ensure as far as possible that budget forecasts are achieved
3. To review financial policy statements, including consideration of long term planning and resources, for approval of the Governing Body
4. To review the level of delegation to the Head teacher of the day-to-day financial management of the school budget
5. To ensure that all financial transactions are conducted in accordance with good practice as directed by the County Council
6. To ensure that best value is achieved in financial transactions
7. To receive, and where appropriate, respond to periodic audit reports of public funds
8. To ensure that non-public funds (e.g. school private funds) are audited annually and that a certificate of audit is presented to the Governing Body
9. To make decisions on expenditure following recommendations from other committees

### **Staffing/Personnel**

1. To draft and keep under review the staffing structure in consultation with the Head teacher and make recommendations on personnel.
2. To oversee the appointment procedure for all staff
3. To establish and review a Performance Management policy for all staff
4. To oversee the process leading to staff reductions
5. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
6. Monitor and review Recruitment and Selection Policies, ensuring compliance/compatibility with Equality, Discrimination and Child Protection Policies
7. Monitor Safe Recruitment training and practices
8. Ensure a single central record is kept of Disclosure & Barring Service checks.
9. Ensure school is capable of monitoring, supporting and assessing Newly Qualified Teachers (NQTs)
10. Seek support from the HR provider as deemed necessary
11. Encourage use of the on-line Recruitment Service

12. Set disciplinary rules and procedures in accordance with HR advice, in consultation with the Senior Leadership Team (SLT)
13. Receive an annual Head's report on the operation of teachers' appraisal, effectiveness of appraisal procedures and training and development needs of staff
14. Agree the end of any staff suspension
15. Provide support to staff CPD
16. Assist the implementation of single status and ensure that the GB fulfils associated obligations and responsibilities
17. Ensure that at least one member of any recruitment panel is trained in NCSL Safer Recruitment. (One governor should also have completed NCSL Safer Recruitment on-line training)

### **Pay**

1. To establish a Salary Policy for all categories of staff and to be responsible for its administration and review, in consultation with staff and in accordance with LA guidance/directives
2. Ensure that the annual pay review complies with the Annual School Teacher Pay & Conditions document.
3. Ensure that the application of the pay policy is consistent with the School Improvement Plan; the school's aims and priorities and is sustainable in the longer term, financially
4. To review the pay of each teacher on an annual basis at the end of the performance management cycle
5. To consider any appeal against a decision on pay grading or pay awards – appeal members must not have been involved in the initial review
6. To achieve the aims of the whole school pay policy in a fair and equal manner
7. To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review
8. To observe all statutory and contractual obligations
9. To minute clearly the reasons for all decisions and report these decisions to the next meeting of the full governing body
10. To recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion. The pay committee will recommend that the governing body makes application for any additional funding available to support this process
11. To keep abreast of relevant developments and to advise the governing body when the school's pay policy needs to be revised
12. To carry out the performance management of the head
13. To work with the head in ensuring that the governing body complies with the Performance Management Regulations

**Head Teacher’s Performance Review**

At least 2 governors including the Chair of Governors are to form the Head’s Performance Review group to:

1. Meet with the School Improvement Partner to discuss the Headteacher’s performance targets
2. Decide, with the support of **an external assessor**, whether the targets have been met and to set new targets annually
3. Monitor through the year the performance of the Headteacher against the targets
4. Make recommendations to the Finance Committee in respect of awards for the successful meeting of targets set

Additional items which individual Governing Bodies may wish to include.

**Disqualification**

The Head teacher, if he/she has chosen not to be a Governor, cannot be counted for a quorum and cannot vote.

Any relevant person employed to work at the school other than as the head teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

**Terms of Reference Reviewed and Adopted by the Governing Body on 17<sup>th</sup> October 2018.**

Signed

Chair of Governors

**Committee Members**

<b>Name</b>		<b>Date Appointed</b>
Dan Hinton	Head	April 2017
Andy Cannan		6 <sup>th</sup> March 2015
Alan Whitmore	Chair	19 <sup>th</sup> September 2017
Paul Johnson		21 <sup>st</sup> July 2017
Hilary Brown		15 <sup>th</sup> September 2015
<b>VACANT</b>		
Jon Owen	Business Manager	26 <sup>th</sup> June 2018