

Personnel, Finance and Buildings Committee

Terms of reference:

1. To elect a chair and vice chair of this committee in the first meeting of each academic year. The Head Teacher may not be the chair nor the vice chair of this committee.
2. To draft and keep under review the staffing structure in consultation with the Head Teacher.
3. In consultation with the Head Teacher, to draft the first formal budget plan of the financial year.
4. To establish and maintain an up to date 3 year financial plan
5. To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
6. To consider a budget position statement including virement decisions termly and to report significant anomalies from the anticipated position to the Governing Body.
7. To ensure that the school operates within the Financial Regulations of Brighton and Hove City Council and the scheme of delegation.
8. To review charges and remissions policies and expenses policies.
9. To make decisions in respect of service agreements
10. To make decisions on expenditure following recommendations from other committees
11. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
12. To ensure that sufficient funds are available for pay increments as recommended by the Head Teacher
13. In the light of the Head Teacher Performance Management Group's recommendations, to ensure that sufficient funds are available for increments.
14. To oversee arrangements for repairs and maintenance
15. To make recommendations on premises related expenditure
16. To oversee premises related funding bids
17. To oversee arrangements for the use of school premises by outside users, subject to governing body policy
18. To establish and keep under review the Building Development Plan
19. To keep under review an Accessibility Plan
20. To oversee the appointment procedure for all staff
21. To establish and review a Performance Management policy for all staff.
22. To monitor the programme of staff development and training and ensure that it is meeting the needs of the school and its staff
23. To oversee the process leading to staff reductions
24. To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
25. To make recommendations on personnel related expenditure to the Finance Committee
26. To consider any appeal against a decision on pay grading or pay awards.
27. To assist the Head and Deputy in the appointment of all Teaching and Senior staff.
28. To ensure that staffing policies support the School Improvement Plan and to contribute to the annual review of the plan
29. To deal with employment conditions where appropriate
30. To participate in the development and review of relevant policies
31. To prepare relevant reports for the Governing Body
32. To create and implement an Action Plan if required.
33. To ensure that the staff handbook is in place and all staff are informed of the grievance and disciplinary procedures of the School

These terms of reference agreed by the Governing Body

February 2018

Quorum (minimum of 3, committee can determine higher number)	3
---	---

Date Committee established	November 2012
-----------------------------------	---------------

Date of review:	December 2018
------------------------	---------------