

## CAMESTONE LOWER SCHOOL

### Finance, Personnel & Buildings Sub-Committee

#### Terms of Reference

**Membership** The committee shall consist of a minimum of four governors (one being the Headteacher). The committee may co-opt associate (non-voting) members when appropriate.

**Quorum** The quorum will be three members, which may include the Headteacher or his/her substitute

**Meetings** The committee shall meet once each half-term as a minimum.

1. The chair and vice chair of the committee to be elected at the first meeting following the first Full Governing Body meeting of the new academic year.
2. To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
3. To ensure a quality standard of financial management in school.
4. To review financial policy and consider financial planning over short and longer terms.
5. To identify annual priorities and present the annual budget to the full Governing Body for approval.
6. To receive regular reports on the School's income and expenditure set against the annual budget plan and to use such reports to inform budget changes where necessary.
7. To provide information on the School's budget to be included in the School Profile.
8. To ensure that all procedures relating to recruitment, selection and appointment of staff are in place and scrutinised annually to ensure compliance with any changes of legislation.
9. To monitor arrangements for performance management and ensure that the School follows its policy and agreed practices.
10. To report appointments of staff to the full Governing Body.
11. To receive reports from the Headteacher about staff changes and any adaptations to job descriptions.
12. To monitor the programme of professional development and to evaluate its usefulness in supporting the School's aims for improvement.
13. To provide guidance and assistance to the Headteacher and the Governing Body in all matters with regard to buildings, health and safety
14. To review health and safety statements annually and to plan for improvements over short and longer terms.
15. To receive regular reports on the School's building as an asset and on its condition and suitability and to use such reports to inform planned changes where necessary.
16. To meet termly to consider the impact of the building and health and safety issues on the education and well-being of staff and pupils.
17. To understand and keep track of expenditure in allocated budgets.
18. To annually review the School's progress towards reaching its objectives in terms of accessibility and to continue to plan for such improvements that are necessary to enable the School to become more inclusive.
19. To identify annual priorities as part of the School Improvement Plan and present them to the Governing Body for approval.