

19.09.2018



Finance, Buildings and Personnel Committee

Terms of Reference

Finance

- To establish and maintain a 3 year budget
- To approve the school's formal annual budget plan
- To review policies relating to charging and remittance, staff pay and personnel
- To make decisions in respect of service agreements
- To make decisions on expenditure re buildings, equipment etc
- To present the budget and prepare financial summaries for the FGB
- To ensure that Health & Safety expenditure requirements are appropriately prioritised
- To draft and approve the School's Financial Value Standard annually
- To decide whether the budget allows for staff pay increments as recommended by the Headteacher following performance management reviews

Buildings

- To delegate a building inspection to selected members of the group on an annual basis
- Monitor progress on repairs and maintenance
- To review the Access Plan on an annual basis
- To advise the FGB on priorities, including Health & Safety, for the maintenance and development of the school premises
- To make recommendations on premises related expenditure

Personnel

- To review staffing structure in consultation in accordance with the priorities identified within the School Improvement Plan and within budget constraints
- To monitor the application of the Pay Policy on an annual basis
- To monitor the application of the Performance Management Policy for all personnel
- To monitor the appointment procedure for all personnel
- To monitor the process leading to any reduction in personnel
- To assess and review issues relating to well-being of the personnel including work/life balance, working conditions and absence
- To refer any appeals against a decision on pay grading or pay awards to the Complaints and Grievances committee

Fund raising

- To oversee fundraising activity within the school
- To keep an awareness of SJB priorities and financial need so that opportunities for fundraising can be identified, enabling highlighting of budget lines which may be eligible for external funding

Quorum

- Three governors