

# TERMS OF REFERENCE

## Personnel, Finance and Resources Committee



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The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

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##### *To take the lead on:*

- monitoring and evaluating the budget allocated to the school to achieve value for money
- reviewing staff pay and conditions
- agreeing procedures for staff conduct and discipline
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

##### *To accept full delegated responsibilities for the discharge of the following duties:*

- Preparation and presentation of an annual budget to the full governing body for approval
- Agree the level of financial delegation to the Headteacher
- Ensure that the principles of 'best value' are adhered to
- Review, monitor and evaluate the annual maintenance programme
- Project manage maintenance, repairs and redecoration within the budget allocation
- Recommend an appropriate staffing structure to the full governing body for approval
- Recruit, select and appoint staff
- Secure the effective implementation of performance management procedures
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes

##### *To provide guidance to the full governing body for the following, which cannot be delegated:*

- Approval of the annual budget
- Appointment of Headteacher
- Approval of the staffing structure for the school

**Terms of Reference reviewed: 20<sup>th</sup> September 2019 by the Personnel, Finance and Resources Committee.**

**Terms of Reference Agreed on 10<sup>th</sup> October 2019 by the Full Governing Body.**

**Review Date: September 2020.**