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## **Terms of Reference for the Governors Personnel and Finance Committee**

### **Membership**

The Governors at Ellesmere College shall determine, and review annually at the first meeting of the school year, the terms of reference and membership of the committee. Associate members may be members of the committee, but the majority of committee members shall be governors from the full governing body.

Membership shall include:-

- 4 Governors
- Principal
- Associated members as appropriate

### **Chairing**

A chair of the committee will be appointed by this committee. If no chairperson is in place, a temporary chair will be elected for each meeting.

### **Attendance**

Members of the committee may allow other persons to attend meetings as appropriate.

### **Quorum**

There must be at least three governors to be quorum on this committee.

### **Meeting Schedule**

The committee shall meet four times per year, and will take place the week prior to the full governors meetings.

### **Function**

The main purpose of the committee is to advise the Governing Body and the Principal on general financial and staffing matters relating to the College.

### 1. Financial Matters

The committee is responsible for:

- Drawing up spending plans with the assistance of the Principal for approval by the Governing Body, within the framework of financial procedures
- Monitoring Expenditure
- Monitoring Income
- Delegating to the Principal the authority to approve spending on non-recurrent items up to £5,000 and recurrent items up to a maximum £5,000. In exceptional circumstances only the Principal may request verbal authorisation from committee members if outside this amount

The Committee has three specific annual tasks:-

- During the Autumn Term, consider the financial out-turn figures for the previous financial year and to draw up a projective plan for the forthcoming financial year
- During the Spring Term, prepare the provisional budget in accordance with any principles set by the Governing Body or information received from the LA
- By the end of May to have submitted to the Governing Body for agreement the budget for the forthcoming year

In addition the committee will:

Receive monthly reports from the Bursar as to the accumulative monthly spend;

- Advise the Principal and the Governing Body on measures to be taken to correct variations where appropriate
- Review levels of expenditure delegated to the Principal as part of Annual Plan
- Alert the governing body of any major elements of expenditure
- Receive regular in-house training on financial matters and legislation
- Adopt and maintain the Finance Policy

### 2. Personnel Issues

The Committee will meet to discuss and make decisions on issues relating to recruitment, staff welfare, staff development and performance management. The committee will ensure that we are working towards current employee legislation at all times.

All members on this committee must maintain strict confidentiality.

In particular the committee will work with the Principal on the following issues:-

- To maintain and keep under review the college staffing structure
- To advise on appointments, posts and salaries within the overall staffing structure, including the consideration of job sharing and part-time working, within the financial restraints of the college budget
- To adopt and maintain policies relating to the resource committee i.e. Whole School Pay Policy,
- Data Protection Policy, Safeguarding Children, Performance Management
- To keep under review the College's arrangements for the well being of staff
- To review the patterns of staff absences and to consider requests for staff leave of absence
- To advise the Governing Body of any changes relating to Performance Management
- To ensure that capability and competency procedures are updated
- To ensure that staff induction training and professional development are carried out to a satisfactory standard
- To review and approve the Principal's salaries on an annual basis, in conjunction with the School Advisor
- To ensure appropriate appeals and grievance systems are in line with the Local Authority
- Apply fairly all areas of pay as identified in the policy, and the Leicester Approved Pay Structure, including the discretionary elements
- On an annual basis, in line with agreed timetable, carry out salary reviews for teaching staff in line with performance reviews as per the appraisal policy
- Determine salary, at the time of first appointment, for all new staff
- Ensure that all statutory and contractual requirements are complied with
- Ensure that full and accurate records of decisions are kept
- Ensure that the Principal advises staff in writing about the outcome of the pay reviews

The quorum for all meetings is at least three Governors and a clerk must be appointed to the committee.

There will be a further three independent Governors should there be an appeal.

The Governing Body agrees the college budget and will ensure that appropriate funding is allocated for performance pay progression on all levels. The Governing Body recognises that funding cannot be used as a criterion to determine Upper Pay Range progression.

This committee will report to the full governing body three times annually.

September 2016