FINANCE, STAFFING AND PREMISES (FSP) COMMITTEE

The aim is for the FSP committee meet 6 times per year (1 meeting per half-term).
50% of governors need to be present to make the meeting quorum.

Terms of Reference

FINANCE:

- To agree and determine charges for the letting of the school premises including the grounds.
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee.
- To review, adopt and monitor a Pay Policy.
- To review, adopt and monitor an Appraisal policy, and to determine the membership of the Headteacher Appraisal Management Group. Membership of the HT Appraisal group need not be drawn from this committee, but the committee should seek to ensure that HT Appraisal group members have received appropriate training.
- To regularly review the financial training requirement of all Governors and staff with budgetary responsibility, ensuring arrangements are put in place to address any deficiencies.
- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
- To ensure that the school operates within the requirements of the Local Authority's Financial Management Scheme and Financial Regulations.
- To review, adopt and monitor a Best Value Statement.
- To draft and adopt a detailed annual budget plan (revenue and capital expenditure) taking into account the agreed priorities of the School Plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher or Appraisal Management Group.
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan using the budget monitor report produced by SIMS.
- To receive, and where appropriate, respond to all audit reports on the delegated and devolved funds.
- To review comparative financial statistics presented by the Local Authority and obtained from the DfE benchmarking website.
- To review the school's self-assessment of financial processes and annually complete the Schools Financial Value Statement.

***Please refer to the Finance Policy to confirm the current arrangements for the scheme of delegation, virement levels, overseeing a tendering process and other information relating to the FSP Committee.**

STAFFING:

- To annually review, adopt and monitor the procedures for dealing with staff discipline and grievances and ensure that staff are informed of these.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence and continued professional development.

PREMISES:

- To provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To establish and keep under review an Accessibility Plan.
- To review, adopt and monitor a Health and Safety policy.
- To receive a report from the Headteacher following the annual inspection of the school assets as recorded in the asset registers / inventories.
- Ensure that Risk Management procedures are in place and advise the Governing Body on any significant issues.

Revised and agreed by FSP Committee on 17 September 2019

Chair _____