



EMMANUEL CHURCH OF ENGLAND PRIMARY SCHOOL

Terms of Reference

Finance, Admissions, Premises, and Human Resources Committee

These terms of reference aim:

- To support the governing body in fulfilling statutory duties
- To support the strategic role of the governing body
- To provide a framework for effective self-evaluation
- To link the work of the Committee to relevant areas of the current Self-Evaluation Form

The terms of reference will be reviewed annually by the Governing Body

Membership

No fewer than three governors, one of whom must be a member of the Senior Leadership Team

The committee may make recommendations to the governing body for co-option of non-governor members
The Headteacher cannot act in place of the governing body in determining the school's Admissions Policy or in deciding on the admission of any individual child

Quorum

Three governors, and a member of the Senior Leadership Team

Meetings

The committee will meet at least once a term

The committee will receive reports from the school in sufficient detail to enable it to undertake its strategic responsibilities for planning, monitoring and evaluation

Minutes of all meetings will be taken and retained

Decisions will be reported to the full governing body

Responsibilities:

Finance

To receive reports from the Headteacher on the management of the school's budget

To submit to the governing body each year, a report on the management of the school's budget in the previous financial year

To prepare and submit to the governing body, recommendations for the annual budget plan

To monitor expenditure against the budget plan, to take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the governing body



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To consider and approve proposals for single items of expenditure in accordance with the financial scheme of delegation

To monitor the effectiveness of the school's financial procedures including the compliance with the Schools Financial Value Standard

To approve and review an Accessibility Plan

To monitor the effectiveness of the school's health and safety arrangements

To approve and review a Charging and Remissions Policy

To ensure the Register of Business Interests is updated annually, at the first meeting of the governing body in the autumn term

To receive information pertaining to the fiscal use of the Pupil Premium

To implement and review an Appraisal Policy for all staff

Admissions

The Governing Body will determine which governors will sit on the Admissions Panel

To discharge the functions conferred on it by the relevant Education Acts and Regulations

To determine and review the Admissions Policy for the school

To rank all applications in accordance with the current determined Admissions Policy*

To establish a procedure by which admission appeals can be heard

To ensure the school continues to serve the needs of the whole community within the area served by the school

The Committee will review the impact of all aspects of the school's Admissions Policy and practice

The Committee will consider all Admissions Round applications and all In Year applications for admission in accordance with the current Admissions Policy

Where the Committee refuse a request from a parent for admission of their child, the Committee will ensure that the parent is informed of their right of appeal against that decision and how that appeal may be made

***cannot be delegated to an individual**

Human Resources

To establish and oversee the appointment procedure for all staff

To oversee the process leading to staff reductions

To keep under review staff work/life balance, working conditions, and well-being, including the monitoring of absence

To take responsibility for any human resources-related expenditure



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To consider any appeal against a decision on pay grading or pay awards

To keep under review continually, leadership development within the management structure of the school, to ensure that the appropriate opportunities for Continuing Professional Development are available and encouraged

Premises

To provide support and guidance to the school on all matters relating to the school premises and grounds, health and safety, and security.

To advise the Governing Body on priorities for the maintenance and development of the school's premises.

To monitor the school's compliance with health and safety regulations and to prepare and annually review a Health & Safety Policy.

To oversee arrangements for the use of school premises by outside users, to include preparation and annual review of a lettings and charges policy.

To monitor expenditure on premises in regard to accommodation, utilities, catering, cleaning, decorating and maintenance.

Cybersecurity

To provide support and guidance to the school on matters relating to the security of the school's IT infrastructure and digital records, including cybersecurity and GDPR.