

Terms of Reference for Staff and Finance Sub- Committee



Composition

The subcommittee will be made up of at least three named members of the Management Committee plus the Principal. The School Operations Manager also attends meetings of the committee where necessary, in a non-voting capacity.

Membership

Voting

Rachael Hobson – Principal
Norman Tyson – Chair of Subcommittee
David Elliott – Community
Sue Jones -Community

Non-voting

Jemma Howells

Quorum

Meetings of the subcommittee will not take place unless at least three voting members of the subcommittee are present (one of whom may be the Principal).

Clerk

The Clerk to the Management Committee will clerk this meeting.

Meetings

The subcommittee will meet six times per year or as required by emergency voting.

Terms of Reference

Finance

1. To ensure a strategic approach to planning a budget that reflects the school's prioritised educational objectives.
2. To plan and present the budget to the Management Committee for approval, in line with the Campus Development Plan (including the campus staffing structure and charging policy).

3. To monitor the budget, ensure expenditure stays within agreed limits, act on significant variances and report to the Management Committee.
4. To approve the allocation of new, unallocated, or surplus funds and/or the virement/transfer of funds between budget headings between £5,000 and £10,000. Amounts in excess of this must be authorised by the full Management Committee. All virements must be reported to the full Management Committee in time for the next Management Committee meeting.
5. To ensure adherence to all financial controls and procedures appertaining to Maintained Schools and to ensure the probity of the school's accounting procedures.
6. To approve contracts between £5,000 and £10,000. Amounts in excess of this must be authorised by the full Management Committee.
7. To ensure that contracts and tenders are awarded in accordance with Financial Regulations.
8. To ensure that the school's day-to-day financial management is established on firm principles of financial monitoring and control and that all decisions are taken in accordance with the statutory guidance for maintained schools.

Staff

On behalf of the Management Committee, this subcommittee will have delegated powers to undertake the following personnel duties:

1. To ensure that the Campus is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the Campus. This staffing should be reviewed annually during the spring and summer term depending on budgetary and other external considerations. In exceptional circumstances, such as anticipated budget changes resulting from national and local government action, this review should be carried out in the autumn term.
2. To oversee the operation of the school's performance management procedures - including the arrangements and operation of the school's performance management procedures for the Principal.
3. To receive recommendation on the Principal's pay from the Management Committee members with responsibility for the Principal's annual appraisal.
4. To determine the appointment and remuneration of all new employees, having regard to the policies contained in the Pay Policy, receiving guidance from the school's chosen HR professional.

5. To carry out a review of staff salaries as detailed in the Campus pay policy.
6. To seek advice from the North Somerset Council HR team and the LADO when necessary and to consult with the representatives of the employees of the school in order to deal with matters arising under the Trade Union and Labour Relations Regulations.
7. To consider all matters related to the conditions of service, suspension and dismissal of employees.
8. Where staffing changes might be needed, to formally nominate the Principal and other members of the Management Committee to make decisions on necessary staffing structure changes and to oversee any resultant consultations and any changes with staff plans if required.
9. To ensure that members of the subcommittee, whenever possible or practical, attend such programmes of training as are appropriate to assist them in the discharge of their duties.
10. To advise the Management Committee on the relevant personnel matters and to ensure that all decisions and actions conform to current legislation and other relevant policies.
11. To ensure the Management Committee is fully informed of relevant personnel matters pertaining to the fulfilment of the implementation of the Campus Development Plan.
12. To have an overview of professional development for staff.
13. To monitor the school's risk management process.

In addition to the above requirements:

1. Consider and agree / reject / modify as appropriate the Principal's recommendations for:
 - Threshold Applications
 - Leadership Team (LT) Progressions
 - Upper Pay Scale (UPS) Progressions
 - Other Requests

The terms of reference will be reviewed every three years.

Date reviewed: **November 2023**

Date of next review: **November 2026**