



## PERSONNEL STAFFING AND RESOURCES COMMITTEE TERMS OF REFERENCE

### **Membership:**

The membership to be determined annually by the Governing Board consisting of no fewer than 5 Governors to include the Headteacher.

Observers may be permitted at the discretion of the Committee. Observers may participate in the business of the meeting but have no voting rights

### **Quorum:**

Three Governors

### **Election of Chair:**

The Committee will appoint the Chair at the first meeting of the academic year. The Headteacher cannot be appointed as the Chair

### **Meetings:**

The committee will normally meet once a term but may meet at other times as required.

The Chair will report headlines of business transacted to the Governing Board at least once per term and copies of the minutes will be circulated to all Governors for information.

### **Terms of Reference**

The terms of reference of the Committee will be reviewed annually and recommendations made to the Governing Board for adoption

- To ensure that the school is appropriately staffed to deliver the school's curriculum in order to support pupils' learning, achievement, health and welfare.
- To ensure that DBS, police and List 99 checks are completed and recorded
- To engage with the Headteacher and other staff as appropriate on the personnel aspects of self-evaluation and school improvement planning
- To ensure that the Governing Board does not discriminate unlawfully against staff or job applicants on grounds of race, sex, disability, marital status or age in all areas of employment, e.g. recruitment and selection, conditions of employment, benefits (including promotion and training), discipline, grievances and capability and dismissal procedures; that the Governing Board follows employment law and acts within the school's own policy of equal opportunities.
- To ensure that all responsibilities for re-modelling the workforce are met, including keeping the work/life balance of the Headteacher under review.
- To ensure that school policies and practices contribute to support staff welfare, health and safety.
- To ensure that all personnel policies are effective.
- To monitor the personnel aspects of any extended provision
- To ensure that the Governing Board has all necessary staffing policies in place and that they comply with statutory and local requirements (e.g. discipline and grievance, capability, equal opportunities, appointments etc).
- To keep under review the profile of the workforce, ensuring that statistical data is available on race, gender, disability, age and other factors such as absence rates;
- To agree procedures for the appointment of staff.
- In consultation with the Headteacher, to draw up and recommend to the Governing Board a staffing structure, and to keep this under review.
- To consider procedures for recommendation to the Governing Board for requiring the LA to carry out dismissals and redundancies and for hearing grievances and premature retirement.
- To keep the Governing Board's pay policy under review including differentials, in consultation with the Headteacher, ensuring that it meets necessary contractual and statutory obligations and the recruitment and retention needs of all staff.

- To recommend to the Governing Board a policy on performance management within the school.
- To agree the annual budget plan and three-year financial forecast, ensuring that the delegated budget is spent in a manner which contributes to the delivery of a quality education for all pupils which is consistent with implementation of the National Curriculum, statutory requirements and complies with the needs of health and safety.
- To ensure that the budget is consistent with the priorities of the school improvement/development plan
- To ensure that the school complies with all statutory and local financial requirements.
- To ensure that the school complies with the Standards for financial management in schools.
- To ensure that the school complies with the requirements under the Scheme of Delegation.
- To monitor and forecast expenditure at termly intervals (or more frequently) and, where necessary, to take measures to control the budget.
- To ensure that the best value principles of comparison, challenge, consultation and competition are applied in the school's management of resources and that expenditure respects the principles of the best value regime.
- To ensure that sound financial systems and controls are in place.
- To ensure that all business is conducted in accordance with the Council's financial regulations
- To monitor and evaluate the financial aspects of any extended provision.
- To complete the annual Schools Financial Value Standard (SFVS) for approval by the Governing Board for submission to the Local Authority
- To consider any audit reports and ensure that arrangements are made to implement any recommendations made in those reports.
- To recommend for adoption to the Governing Board, and keep under review the charging policy.
- To recommend to the Governing Board the Scheme of financial delegation, and the amounts involved to be delegated to the School Leadership Group, including any guidelines such as the limits on spending which require approval.
- To ensure that separate accounting records are kept for all unofficial (voluntary) funds operated by the school which should be independently audited annually.

**Reviewed 08 November 2023**

