



CARDINAL POLE CATHOLIC SCHOOL

HR, Finance, Premises and Admissions Committee - Terms of Reference 2020/21

Membership consists of six members of the Governing Body including the Headteacher. The Committee is quorate when four or more Governors are present at the meeting with the exception of discussions relating to Admissions only, when the quorate number will be three. The Business Manager attends as required by the Headteacher and/or the Committee.

General Responsibilities:-

To make appropriate decisions and to advise the Governing Body on all matters relating to staff and pupils, including welfare and admissions. Reporting to the Governing Body, the Committee will monitor and review all matters relating to the School building; and the operation of major contracts for services to the School including those for Facilities Management, ICT and Catering.

Specific Responsibilities:-

HR

- a) To determine, approve and keep under review policies relating to all HR matters including the safeguarding, employment, recruitment, selection, appointment, promotion, review, grievance, discipline, remuneration and terms and conditions of the employment (including contracts of employment) for all staff.
- b) To receive, consider and determine the overall staffing provision of the school, including the management structure in line with curriculum demands, and to report this to the Governing Body. To review appraisal systems and outcomes from this.
- c) To delegate the review and determine of salaries and conditions of service of all staff to the Headteacher (with the exception of the Headteacher's salary) and to advise the Governing Body on the implications of any changes in employment legislation affecting the school.
- d) To determine, approve and keep under review the complaints policy and procedures, excluding Curriculum complaints.
- e) To review staff well-being arrangements and attendance/turnover including support for CPD.
- f) To determine the adoption of policies related to Equal Opportunities and Health and Safety at Work Legislation.
- g) The Governing Body has responsibility for the recruitment of the Headteacher in conjunction with the Diocese.
- h) The Deputy Headteacher appointments are led by the Headteacher in conjunction with the Governing Body. All other staff appointments will be made by the Headteacher in conjunction with the HR Officer and relevant Line Manager.

Finance & Premises

- a) To ensure a strategic approach to planning a budget that reflects the school's prioritised educational objectives.

- b) To plan and present the budget to Governors for approval, in line with the School Improvement Plan (including the schools staffing structure and charging policy).
- c) To monitor the budget, ensuring expenditure stays within agreed limits, act on significant variances and report to the Governing Body.
- d) To approve the allocation of new, unallocated, or surplus funds and/or the virement (transfer) of funds between budget headings, up to a limit of £40,000. Amounts in excess of this must be authorised by the Governing Body. All virements must be reported to the Governing Body.
- e) To review the school's procedures for financial monitoring and control annually, liaise with the Headteacher on specific aspects of those procedures and approve the Financial Procedures Manual annually.
- f) To ensure adherence to all financial controls and procedures, as stipulated by Hackney Education, to ensure the probity of the school's accounting procedures.
- g) To monitor and ensure that the School Voluntary Fund and Governors Fund are managed with the same rigour as the public accounts and arrange for annual audits on these accounts.
- h) To approve contracts up to £80,000. Amounts in excess of this must be authorised by the Governing Body. Ensure contracts and tenders are awarded in accordance with the London Borough of Hackney's Financial Regulations.
- i) To ensure that the school's day-to-day financial management is established on firm principles of financial monitoring and control; that all decisions are taken in accordance with Hackney Education finance standing orders; require monitoring reports of expenditure and income against the school's delegated budget, from the Headteacher, at each of the Committee's regular (termly) meetings.

Admissions

- a) To determine and approve the admissions list for Year 7 and submit to the Local Authority.
- b) To amend and approve the admissions criteria annually and submit for consultation as and when required.
- c) When necessary recommend to the Governing Body the number of students in any relevant age group that it is intended to admit to the school in any school year.
- d) When the standard number is to be changed carry out the necessary procedure for this.
- e) Review and make recommendations on an annual basis concerning the policies and the arrangements for the admission of students to the school.
- f) Determine the offers that shall be made against the criteria for admissions to the first year entry.
- g) Confirm any decision taken by the Headteacher with respect to groups other than first year entry.
- h) To review the Fair Access Process.
- i) To provide written minutes to the Governing Body.