



## CARDINAL POLE CATHOLIC SCHOOL

### HR, Premises & Finance Committee - Terms of Reference

Membership consists of five members of the Governing Body including the Headteacher. The Committee is quorate when three or more Governors are present at the meeting. 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. 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:-***

- 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.
- c) To delegate the review and determine of salaries and conditions of service of all staff to the Headteacher 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 determine the adoption of policies related to Equal Opportunities and Health and Safety at Work Legislation.
- f) To present minutes at each Governing Body meeting.
- 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 advisor and relevant Line Manager.
- i) To ensure a strategic approach to planning a budget that reflects the school's prioritised educational objectives.
- j) 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).
- k) To monitor the budget, ensuring expenditure stays within agreed limits, act on significant variances and report to the governing body.

- a) 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.
- b) 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.
- c) To ensure adherence to all financial controls and procedures, as stipulated by The Learning Trust, to ensure the probity of the school's accounting procedures.
- d) 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.
- e) To approve contracts up to £40,000. Amounts in excess of this must be authorised by the governing body. Ensure contracts and tenders are awarded in accordance with Hackney Council's Financial Regulations.
- f) 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 Learning Trust 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.
- g) To provide written minutes to the Governing Body.