



## **Finance, Resources, Personnel Committee Terms of reference**

### **1. Membership and attendance**

- 1.1. The Committee shall consist of not fewer than 3 governors and the Executive Headteacher.
- 1.2. The Committee may make recommendations to the governing board for co-option of additional non-voting members.

### **2. Procedures**

- 2.1. The Chair will be appointed by the Governing Board.
- 2.2. The Chair has a casting vote, if required.
- 2.3. Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then reviewed at a subsequent meeting and signed by the chair if approved.
- 2.4. Minutes should be retained by the schools in line with legal recommendations.
- 2.5. An agenda should be sent out giving seven days' notice of meetings.

### **3. Quorum**

- 3.1. Two Governors and the Executive Headteacher.

### **4. Meetings**

- 4.1. The Committee will meet at least three times in each academic year.

### **5. Terms of reference**

- 5.1. To ensure the efficient and effective deployment of the school's financial resources, facilities and assets
- 5.2. To ensure the preparation and review of the financial policies that the schools is required to have in place or that are necessary to support the proper management of the school's finances
- 5.3. To ensure that the schools have in place short, medium and long term financial plans that support the school's strategic and operational goals, and which will allow the upkeep of the facilities and assets of the schools
- 5.4. To ensure that an annual budget that reflects the financial plans is drawn up and presented to the Governing Board for approval

- 5.5. To agree effective procedures for monitoring the budget, to carry out the agreed monitoring, and to make recommendations to the Governing Board or to appropriate committees of the Governing Board as appropriate
- 5.6. To ensure that appropriate financial procedures and controls are implemented by the schools, and these are subject to appropriate monitoring
- 5.7. To ensure that the schools has in place appropriate measures for monitoring and maintaining the physical facilities and assets of the schools in a manner that is safe and legal and which ensures their fitness for purpose
- 5.8. To ensure that the maintenance, upgrading and replacement of facilities and assets is properly considered in the financial plans
- 5.9. To ensure the preparation and review of any policies relating to the management of the school's facilities and assets that are required to be in place or that are necessary to support the proper running of the schools
- 5.10. To ensure that the schools has identified, published and monitored its approach to the use of Pupil Premium funding and to consider the impact of this approach.
- 5.11. To agree a scheme of financial delegation to the Executive Headteacher and other identified staff that allows effective day to day financial management of the schools
- 5.12. To identify any matters arising from the business of the committee that have an impact on business falling properly within the terms of other Committees of the Governing Board, or which may require the attention of the full Governing Board, and to ensure that such matters are referred appropriately for consideration
- 5.12. To ensure that the schools have appropriate staffing and other human resources, and that these are managed so as to ensure the efficient and effective delivery of services
- 5.13. To review the current and future staffing structures and to ensure that these are appropriate to the school's strategic and operational needs, and to make appropriate recommendations to the full Governing Board
- 5.14. To ensure that staff resource requirements are properly addressed within the budget
- 5.15. To keep under review and monitor the effectiveness of all the schools' policies that fall within the remit of this committee and to make appropriate recommendations to the full Governing Board
- 5.16. To serve on Hearing and Appeal committees, as needed, in respect of the above policies and on selection panels
- 5.17. To ensure that the Schools have in place appropriate policies and procedures for managing the pay, performance and sickness or absence of staff, and that the effectiveness of these is regularly reviewed

- 5.18. To ensure that appropriate Job Descriptions and contractual documentation are in place for all staff
- 5.19. To monitor and review the school's processes for maintaining a Single Central Record of recruitment and staffing, and to ensure that these are adequate, appropriate and properly followed
- 5.20. To ensure that the Schools have in place adequate plans for staff development and succession and that these reflect the strategic and operational needs of the Schools

#### **6. Extent of authority**

- 6.1. The Committee shall have the authority to make decisions and carry out activities commensurate with its terms of reference as set out in section 6, with other matters being reserved to the Governing Board.
- 6.2. The Committee shall have the authority to agree the monitoring and control regimes set out in section six above, and to report the same to the full Governing Board.
- 6.3. The Committee shall have the authority to agree the plans and policies set out in section six above, and to report the same to the full Governing Board, with the exception of the annual budget or any substantive amendments to the annual budget should be approved by the full Governing Board.

Date agreed by FRP:

Signed:



Name: Nick Hiley

Position: Chair of FRP Committee

Date:

21/11/25