

Park Primary School



Personnel, Premises and Finance Committee

Terms of Reference

February 2015

Terms of Reference for the Personnel, Premises and Finance (PPF) Committee

The role of this Committee is to support the Governing Body in all aspects of financial, personnel and premises decision-making and strategic development of the school.

As such the PPF Committee responsibilities are as follows:

- To review the financial implications of the schools aims and objectives and make recommendations to the Governing Body.
- To review the implementation of the school's finance policy and make recommendations to the Governing Body.
- To review the implementation of any human resources policies and make recommendations to the Governing Body.
- To review the financial implications of the school development plan and to make recommendations to the Governing Body.
- To annually consider the Premises Development Plan alongside proposed annual premises expenditure in line with the school's priorities.
- To receive estimates of income and expenditure and to receive a draft budget (that enables the aims and objectives of the school to be met) at the start of each financial year for approval by the Governing Body.
- To monitor the school's budget projections in terms of funded pupil numbers and to develop risk management strategies and financial modelling for increases and decreases in numbers.
- To monitor the school budget at least once each term to ensure that monies are being spent in line with the budget and to support the aims and objectives of the school.
- To monitor the fabric and condition of the school site and to make recommendations to the Governing Body for priorities for maintenance and improvement works.
- To seek opportunities for attracting sources of material and financial sponsorship/funding to the school.
- To review any proposals from the school to seek external funding and to monitor financial risks associated with the funding.
- To review the school's staffing structure and complement and make recommendations to the Governing Body.
- To review the school's performance management arrangements and implementation.
- To review the school's pay policy and make recommendations to the Governing Body.
- To monitor levels of staff turnover and retention.
- To receive reports on staff leaving the school and to agree new recruitment within budget.
- To approve write-off of bad debts.
- To approve write-off of disposable assets.
- To approve virements in accordance with the finance policy.
- To approve contracts.
- To produce the Schools Financial Value Standard (SFVS) for presentation to the full governing body.