



## ST JOHN BOSCO ARTS COLLEGE

### Finance and Personnel Committee

#### Terms of Reference

##### For FINANCE MATTERS

###### To:

- recommend the annual budget to the Governing Body;
- review the three year financial forecast on an annual basis;
- review the Best Value Statement and Statement of Internal Control on an annual basis and, if appropriate, recommend their approval to the Governing Body;
- receive the management accounts on a termly basis, consider the implications of these and report any significant matters to the Governing Body;
- receive and review reports from the internal audit service, agree an action plan and monitor its implementation;
- approve the college's financial regulations and guidelines and ensure that the college operates in accordance with them;
- in respect of purchases between £20,000 and £100,000, receive a report from the Chair of the Committee of the process and outcome [agreed by the Governing Body on 22nd May 2013];
- consider and approve an investment policy for surplus funds and receive regular reports on this;
- monitor the operation of all voluntary funds kept on behalf of the Governing Body and arrange a yearly external audit of the accounts;
- in respect of orders in excess of £100,00 ensure that they are subject to public tender and advice is sought from the local authority with regard to the process to be followed [as agreed by the Governing Body on 22nd May 2013];
- agree authorised signatories for bank accounts;
- review the operation of services provided to college;
- monitor the financial implications of the College Development Plan.

##### For Personnel matters:

###### To:

- oversee all matters relating to the terms and conditions of all staff employed at the college;
- monitor the application of the Teachers' Pay and Conditions Document;
- be responsible for the application of all personnel procedures;
- agree a College Pay Policy and keep under review on an annual basis;
- keep under review the college staffing structure in consultation with the Headteacher;
- agree, monitor and review the policy for the recruitment and selection of staff;
- agree, monitor and review the performance management policies for staff, including that of the Headteacher;
- consider the awarding of increments to all staff, including the progression of teaching staff on the Upper Pay Spine;
- oversee the process leading to staff reductions;
- keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- make recommendations on personnel related expenditure;
- consider any appeal against a decision on pay grading or pay awards;
- receive and consider any external reports relating to personnel matters;
- monitor the personnel extract from the College Development Plan;



ST JOHN BOSCO ARTS COLLEGE

These terms of reference agreed by the Governing Body	18 <sup>th</sup> September 2019
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Name of Governor
Mrs Marion Chute
Mr Barry Collins
Mr John Gibbons
Mr Darren Gidman
Sister Helen Murphy
Miss Cath O'Leary

Chair of the Committee	Mr Gibbons for finance matters Mrs M Chute for personnel matters
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Clerk to the Committee	Mrs Waters
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Quorum	A third of members
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