



## ST JOHN BOSCO ARTS COLLEGE

### Finance and Personnel Committee 2023-2024

#### 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 to be agreed by the Governing Body	13 <sup>th</sup> September 2023
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Name of Governor
Ms Marion Chute
Mr Darren Gidman
Miss Cath O'Leary

Chair of the Committees	Ms Chute
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Clerk to the Committee	Mrs Waters
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Quorum	At least two members
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