

## CAMBOURNE VC FINANCE, PLANNING, PERSONNEL AND COMMUNITY COMMITTEE TERMS OF REFERENCE

### **Purpose**

- a) To oversee the financial position of Cambourne Village College by approving the budget and monitoring the financial performance against overall budget.
- b) To oversee HR matters.
- c) To oversee facilities across the School.

### **Membership and attendance at meetings**

Membership is appointed by the Local Governing Body

A meeting shall be quorate when there are more than 50% of the members present. No vote can be taken unless the Committee is quorate.

Other managers/staff may be invited to attend meetings depending on the issues under discussion. The Principal will leave the meeting during any discussions regarding his/her pay.

The Chair will be appointed by the Governing Body at the first Local Governing Body meeting of the academic year. The Principal may not be chair of the Committee.

### **Frequency of meetings**

The Finance, Planning, Personnel and Community Committee will meet at least 4 times per annum. Additional meetings will be convened as necessary.

### **Duties and responsibilities: Finance**

- To consider the annual budget proposed by the Principal prior to its submission to the Governing Body for approval.
- To monitor the expenditure of the school's annual budget and provide a termly report for the Governing Body; and if necessary, revise the budget in response to expenditure.

### **Duties and responsibilities: Planning and Community**

- To determine priorities for repairs, maintenance and improvement of the premises taking into account advice from consultants, as appropriate.
- To make recommendations to the Governing Body concerning building development.

### **Duties and responsibilities: Staffing**

- To approve the staffing complement and staffing structure (both teaching and non-teaching) in consultation with the Principal.
- To determine any matters referred to the Committee regarding personnel matters in accordance with the procedures adopted by the Governing Body.
- To receive regular updates from the Principal on the implementation of performance management.
- To ensure that the financial implications of staffing recommendations are considered before implementing any decision.
- To consider recommendations regarding urgent staffing requirements.

### **Chair's Action**

*It is resolved that with immediate effect in order to facilitate the Committee making urgent decisions that arise between Local Governing Body and committee meetings the Chair of the*

*Committee may use the following decision-making procedure (to be known as Chair's action):*

*1. Notwithstanding any provisions of the trust's Articles of association and the Scheme of delegation, if the Chair of the Committee is of the opinion that a matter of urgency exists [and it is not practicable to arrange a committee meeting on short notice in the circumstances] either:*

*(i) after receiving a written report from the principal which clearly states, amongst other things, why the item concerned could not be brought to a regular meeting and why it would qualify for urgent decision under this procedure; or*

*(ii) as a result of other information that is brought to their attention and a delay in exercising the function would likely be seriously detrimental to the interests of the trust, the school, pupil or their parent or a person who works at the trust,*

*then, in consultation with the principal, they may exercise any function of the trust which (i) can be delegated to an individual under the Articles, the trust's funding agreements with the Secretary of state for education (including the relevant Academy Trust Handbook)*