

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 full 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 full 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.