

Terms of reference of finance, staffing and premises sub-committee

(taken from Constitution, Procedures, Roles and Responsibilities of Management Committees for Pupil Referral Units in Dorset)

1. Roles and Responsibilities: The Local Authority has delegated the following powers to management committees

1.1 Budgets

The Management Committee will:

1. Agree a procedure for setting a budget, adopt a budget and approve the budget plan each financial year in accordance with the schools' funding formula for PRUs as laid down by the DfE and the arrangements for place and place plus funding and school contributions as established by the LA.
2. Monitor expenditure on a regular basis and keep within budget, highlighting areas of variance and agreeing actions with the Head teacher to correct/mitigate these.
3. Establish a charging policy.
4. Enter into contracts, ensuring that DC procedures relating to financial control are adhered to.
5. Monitor and ensure the adequacy of financial systems within the Unit, ensuring that DC procedures relating to financial control are adhered to.

1.2 Staffing

Staff working in learning centres will continue to be employees of the LA (unless the centre gains independence as an academy or free school). Teachers/Instructors will continue to be employed under school teacher's pay and conditions (STP&C) and others on the terms and conditions of similar staff within the LA ("green book").

Working with the Headteacher (who is appointed by the management committee when the post falls vacant), the management committee will have the responsibility to:

1. Decide on staff structures in order to maximise the effectiveness of the centre.
2. Determine staff complement.
3. Appoint members of staff.
4. Ensure that DC policies for recruitment are followed, particularly in relation to safer recruitment.
5. Agree/adopt a pay policy and ensure that it is administered.
6. Adopt appropriate disciplinary/capability procedures.
7. Suspend/dismiss staff.
8. Ensure that staff have successfully undergone DBS and other safeguarding checks.
9. Establish, implement and review the appraisal (performance management) policy.
10. Appoint a consultant/self evaluation partner to advise in matters relating to the performance management of the Head teacher.

1.3 Appraisal/Performance Management

Working with the Head teacher, the management committee has the responsibility to:

1. Formulate or adopt an appropriate performance management /appraisal policy.
2. Ensure that the policy is implemented and review it annually.
3. Appoint a consultant/self evaluation partner to advise in matters relating to the performance management of the Head teacher.
4. Ensure that CPD is available to all personnel.

2. Roles and Responsibilities: The Local Authority has retained the following powers

2.1 Premises & Insurance

The LA remains the owner of the premises and must ensure that suitable insurance is in place. The LA is responsible for procuring and maintaining buildings, including developing a properly funded maintenance plan.

However, the management committee will work with the Head teacher and the LA on all matters concerning building, grounds and asset management.

The management committee will be responsible for agreeing all contracts for the renting of premises and/or any contracts of sub-letting.