

Finance & Personnel Committee Terms of Reference

COMMITTEE

- | | | |
|------------------|---|----------------------------------|
| • Nicola Lacey | Parent Governor (Chair of Governors & Acting Chair of this Committee) | |
| • Russ Tucker | Co-opted Governor | |
| • Lisa Rowe | Head Teacher | |
| • Richard Graham | School Business Manager | |
| • Anna Watkinson | Parent Governor | |
| | | Size of Committee: 6 members |
| • Clarrie Hayns | Non-governor Member | |
| • Julie Carvell | Clerk to the Governors | Number required to be quorate: 4 |

Financial Remit

- To prepare and submit to the Governing Body recommendations for the annual budget plan.
- To receive reports from the Headteacher/Finance Manager on the management of the school's budget.
- Establish operational procedures for control of expenditure.
- Agree the employment, role and responsibilities of a Bursar and Financial Assistant.
- To monitor expenditure against the budget plan, and to take action which might be deemed necessary to avoid an unplanned deficit and to report any such action to the next meeting of the Governing Body.
- To consider and approve proposals for single items of expenditure in excess of £1000 which form part of the budget plan.
- To consider and make recommendations to the Governing Body on proposals to vire a sum exceeding 1% of the total budget.
- To recommend to the Governing Body measures for the use of any budget surpluses, including investment.
- To prepare the annual statement of the school's expenditure from information supplied by the LA;
- To prepare any other legally required statements of school accounts.
- To deal with any other financial matters that the GB may refer to the committee from time to time. This recognises that responsibility for making decisions below the stipulated amount will rest with the Headteacher in consultation with the Chair of this committee as felt necessary.
- To submit to the Governing Body at the first meeting of the financial year a report on the management of the school's budget in the previous financial year.
- To submit to the Governing Body at the first meeting of the financial year a report on the management of the Teaching School's budget in the previous financial year.
- To receive a Pupil Premium Report on previous year's spending.
- To receive a Sports Premium Report on previous year's spending.
- To comply with and maintain audit requirements for the Schools Financial Value Standard (SFVS).
- To research and review the opportunities/challenges arising from extended school provision (from a resources perspective).
- To review and revise all Finance and HR Policies as required, including Financial Procedures, Staffing Structure, Charging & Remissions, Governors' Allowances, Pay Policy, Lettings Policy, Business Continuity Plan, and Asset Management Plan.

Personnel Remit:

- To undertake an annual review of the staffing establishment of the school and to recommend to the Governing Body an establishment for the following year so that proposals can be incorporated into the budget plan.
- To recommend to the Governing Body, and keep under review, procedures for the appointment of staff (except for the Headteacher), including Safer Recruitment requirements and to maintain a list of Governors available to sit on any necessary interview panel.
- To receive reports from the Headteacher on the management of the school's staffing establishment, the effectiveness of the Appraisal Policy and on general personnel issues.
- To consider and make recommendations on the introduction of or amendments to personnel policies.
- To require the Headteacher to maintain a record of discretionary leave requests, early retirements and secondments and authorisations and to report annually to the committee.
- To ensure that Appraisal procedures are carried out within recommended guidelines, agree pay progression recommendations and to recommend Governors to undertake the Headteacher's Appraisal for ratification by the Full Governing Body.
- To carry out on behalf of the GB, the informal and formal consultation process with the appropriate Trade Unions as required under the Schools Employment Protection Scheme.
- To decide on recommendations relating to the pay of all members of staff.
- To monitor and review the staff and governor development/training policy.
- To deal with any other personnel matters that the GB might refer from time to time other than matters within the responsibilities of the Pupil Discipline, Staff Grievance, Complaints (including keeping under review the Complaints Policy) and Staff Dismissal Appeals committees.
- To review and revise all HR Policies as required, including Appraisal, Capability, Disciplinary, Recruitment & Selection, Whistleblowing and Confidentiality.

Premises Remit (in conjunction/liaison with the Health & Safety Committee as necessary):

- To take responsibility for the expenditure of that part of capital and budget expenditure allocated to premises repair, maintenance, improvement, alteration and extension.
- To assess the amounts required within the budget for delegated repairs & maintenance.
- To agree where necessary the employment and remuneration of external advisors to act on behalf of the school.
- To prepare in conjunction with the Headteacher, an annual list of premises work to be undertaken with delegated financial allocations.
- To consider and recommend to the Governors any projects for which financial resource might become available, for which bids might be prepared and which may require a financial contribution from the school.
- To determine reporting procedures to control ordering & payment for premises work.

Other Matters:

- To keep under review the General Data Regulations Policy and Data Protection Policy.
- To keep under review the Admissions Policy as directed by OCC

Date reviewed by the Committee: 4 October 2019

Date adopted by the Governing Body: 28 November 2019

Date of next review: September/October 2020