

## Finance & Personnel Committee Terms of Reference 2023/24

### COMMITTEE (to meet at least 4 x a year. Chair to be appointed at the first meeting annually)

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|-------------------------------------|--|--|
| • Amy Slade                         | Co-opted Governor ( <b>Committee Chair</b> )       |  |
| • Russ Tucker                       | Co-opted Governor ( <b>Co-Chair of Governors</b> ) |  |
| • Tony Wilson                       | Foundation Governor*                               |  |
| • Dane Tice                         | Parent Governor                                    |  |
| • Christian McGuinness              | Head Teacher                                       |  |
| • Richard Graham                    | School Business Manager                            | Size of Committee: 6 members                                     |
|                                     | (Associate Member)                                 |  |
| <b>In attendance:</b> Julie Carvell | Clerk to the Governors (Clerk)                     | Number required to be quorate: 4,<br>excluding Associate Members |

### Financial Remit

- To prepare and submit to the Governing Body recommendations for the annual budget plan.
- To receive reports from the Headteacher/School Business Manager on the management of the school's budget.
- Establish operational procedures for control of expenditure.
- Agree the employment, role and responsibilities of a School Business Manager
- 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 £5000 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 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 comply with and maintain audit requirements for the Schools Financial Value Standard (SFVS).
- Review Benchmarking information to inform planning.
- Review Insurance arrangements.
- Agree purchase of external services.
- To research and review the opportunities/challenges arising from extended school provision (from a resources perspective).
- To review and revise all Finance including Financial Procedures, Charging & Remissions, Governors' Allowances, Pay Policies, Lettings Policy, Business Continuity Plan, and Asset Management Plan.

### Personnel Remit:

- To undertake an annual review of the staffing structure 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 structure, 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, and Staff Dismissal Appeals committees.
- To review and revise all HR Policies as required, including Appraisal, Capability, Disciplinary, Recruitment & Selection (Safer Recruitment), 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 Data Protection Policy (including GDPR requirements) including Cyber Security and IT Filtering & Monitoring measures
- To keep under review the Admissions Policy as directed by OCC
- To keep under review the Complaints Policy as directed by OCC
- To have SEF review as a Standing item on all agendas as applicable to this committee
- To keep under review matters arising from Covid-19 as these affect the ToR's of this committee
- To review and keep under-check the school's website to ensure it is compliant with statutory requirements.

**Date reviewed by the Committee:** 20 October 2023

**Date adopted by the Governing Body:** 24 January 2024

**Date of next review:** October 2024

## List of Policies reviewed by the Finance and Premises Committee

\*= Statutory Policies

### Financial/Data Protection:

- Protection of biometric information of children in schools and colleges\*
- Charging & Remissions\*
- Confidentiality
- Disposal/Write-offs
- Governor Allowances\*
- Pay (Teacher\*/Support Staff)
- Schools Financial Value Standards
- Financial Procedures
- School Meals

### Personnel:

- Appraisal
- Emergency and Special Leave
- Early Careers Teachers (ECT's)\*
- Recruitment and Selection (Safer Recruitment)
- Redundancy
- Staff Capability\*
- Staff Discipline, Conduct & Grievance (procedures for addressing)\*
- Statement of procedures for dealing with allegations of abuse against staff\*
- Visitors (New)
- Whistleblowing

### Premises:

- After School Clubs
- Business Continuity Plan
- Lettings/Hiring

### Others:

- Admissions\*
- Complaints\*

### Guidance followed but not Policy:

- Fairtrade