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## Finance and Staffing Committee

### Terms of Reference

#### Finance – Policy and Planning

- To regularly review, adopt and monitor the Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff
- To regularly review, adopt and monitor all other financial policies, including charging and remissions policy
- To establish and maintain a three year financial plan, taking into account school improvement plan priorities, roll projection, signals from central government and (if applicable) the LA regarding future years' budgets (depending on the information available)
- To draft and propose to the Full Governing Body for adoption an annual school budget, taking into account any priorities from the school improvement plan
- To make decisions in respect of service level agreements
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher.
- Ensure the devolved capital budgets are used prudently for the needs of the schools.
- To ensure that the schools operate within Financial Regulations of the County Council and to best value principles.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- Recommend to delegate the Governing Body's responsibility to spend the delegated budgets and any grants, including Standards Fund grants to the Head Teacher and if so, to decide the amount to be delegated.
- Audit – to monitor compliance with approved financial procedure and consider action required as a result of internal / external audit report.
- To make decisions on expenditure following recommendations from other committees.
- To ensure that Health & Safety issues are appropriately prioritised.

#### Finance - Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan
- To receive at least termly budget monitoring reports from the School Business Manager
- To report back to each meeting of the Full Governing Body and to alert them of potential problems or significant anomalies at an early date
- To meet with other committees and provide them with the information they need to perform their duties
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school
- To review, complete and submit SFVS

- To undertake any remedial action identified as part of the SFVS
- To receive and act upon any issues identified by a local authority audit

*The scheme of delegation to the Head Teacher is laid down in the Finance Policy*

#### Staffing

- To ensure that the schools are staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school
- To establish and oversee the operation of the school's Appraisal Policy – including the arrangements and operation of the school's appraisal procedures for the Head Teacher, which would be undertaken by two Committee members plus an external consultant.
- To establish a Pay Policy for all categories of staff
- To be responsible for the administration and review of the Pay Policy
- Review the salaries and any discretionary allowances of the school staff, not covered by this Committee in line with the performance reviews and the whole schools Pay Policy.
- Consider pay assessment appeals in accordance with the whole schools Pay Policy.
- Observe all statutory and contractual obligations
- Draft, recommend and monitor the implementation of the Performance Management Policy for all staff
- To ensure that staffing procedures (including recruitment procedures) follow current equalities legislation
- Ensure selection and screening of staff complies with all regulations and good practice guidance
- To annually review procedure for dealing with staff discipline and grievances and make recommendations to the Governing Body for approval
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these
- To recommend to the Governing Body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- To oversee the recruitment and selection of permanent teachers and TLR posts (arrangements for shortlisting and interviews to be made by school). A Governor who is not employed by the school will be present on the interview panel. Recruitment will be undertaken in accordance with the school's Personnel Procedures Manual.
- In consultation with staff, to oversee any process leading to staff reductions
- To establish the annual and longer-term salary budgets and other costs relating to personnel eg training
- Ensure that every member of staff has a job description
- Oversee and advise on the training and development of staff and the Governing Body
- Take primary responsibility for matters concerning staff welfare

#### Premises

- To provide support and guidance for the Governing Body and the Head Teacher on all matters relating to the maintenance and development of the premises and grounds, including Health & Safety
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues
- To inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Body
- To arrange professional surveys and emergency work as necessary (the Head Teacher is authorised to commit expenditure without the prior approval of the Committee in any emergency where delay would result in the further damage or present a risk to the health and safety of pupils or staff. In this event the Head Teacher would normally be expected to consult the Committee Chair at the earliest convenience).
- To create a project Committee where necessary to oversee any major developments

- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health & Safety Policy
- To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- Ensure that the schools comply with standards for health and safety on schools premises
- Receive and consider a report on health and safety, on a termly basis
- Oversee the drafting and recommendations of the School Lettings Policy and Arrangements
- Oversee the use of schools premises both during and outside the school day
- Make recommendations to ensure that maintenance, decoration, and equipment/furniture renewal is planned and budgeted for
- Audit and review the use of premises, equipment and resources and ensure they match the requirements of SDP priorities
- Oversee site management, cleaning and grounds maintenance
- Oversee site security arrangements and practice and review them periodically.
- Consider and determine the need for capital works at the schools, in line with the school's SDP and the authority's Asset Management Plan priorities, liaising with interested parties, as appropriate.
- To appoint a named governor for both schools or one for each, with health and safety responsibilities
- Review school's compliance with the LEA Health and Safety Handbook
- Communicate with other stakeholders to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life
- Ensure the leadership team has considered specific health and safety issues and that legal minimum standards for health and safety are being met:
- Monitor the performance by checking that
  - Physical controls are in place and working
  - Staff have done what they are supposed to do
  - Procedures are working

#### Resource Management: Scheme of Delegation to the Head Teacher

##### Staffing

- Appointment of all teaching staff, except those to SLT positions
- Appointment of Non Teaching Staff – Headteacher to report to Committee.

A governor who is not employed by the school may be present on the interview panel for all appointments

##### Performance Management and Pay

Chair of Committee in consultation with the Headteacher:

- To undertake pay assessments and issue salary statements in the following circumstances only, or in accordance with the Whole School Pay Policy, if different:
  - New Appointments including the awarding of discretionary points within budget and in line with the schools management structure
  - Correcting factual errors in the assessment
- To consider safeguarding and equalities implications when undertaking all committee functions

## Membership

<b>These terms of reference were agreed by the Governing Body:</b>	20.09.2017
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<b>Name of Governor</b>
R Blowers
C Collett
J Ellis
E Woods (Associate Governor)

<b>Chair of the Committee</b>	R Blowers
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<b>Clerk to the Committee</b>	B Hasler
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<b>Quorum</b>	3
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