



## **Walton &Lees Hill CE Primary School**

### **Terms of Reference – Finance & Personnel Committee**

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**ADOPTED BY FULL GOVERNING BODY: February 2022**

**Name:** Graham Lamb

**Position:** Chair of Governors

**Next Review Date:** February 2023

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Any Governor from the Full Governing Body is welcome to attend, if they so wish, any Finance and Personnel Committee meeting. This invitation is particularly relevant for the meetings where the budget is discussed in detail and approved. These meetings are in May (setting) and November (formal revision). If you wish to attend, please liaise with the Chair of the Finance and Personnel Committee.

#### **Membership:**

The Committee shall be composed of a minimum of three members chosen by the Governing Body from its number plus the Headteacher and Clerk to Governors. At least two members shall be nominated at the beginning of each year to be responsible for dealing with individual pay related matters and the Headteachers Review.

#### **Quorum:**

The quorum shall be three governors. The Headteacher or his/her representative must be present.

#### **Meetings:**

The committee shall meet in line with financial budget setting key dates (February, May, September, November) or more frequently as required from time to time.

#### **Purpose:**

The committee shall on a regular basis monitor, review and report on Resources matters (including Finance, Personnel and Pay Review).

#### **Delegated Power:**

The committee shall have delegated powers only on specific issues, as authorised in advance by the Governing Body or covered within these Terms of Reference. The Governing Body has delegated the following statutory responsibilities to the Finance and Personnel Committee:

- Approval of the first financial budget plan of the financial year.
- Approval of the budget revision.
- Approval of staffing structure
- Approval of policies delegated under the policy schedule.

#### **Reporting:**

The committee shall consider and report to the Governing Body on the resourcing aspects of:

- The School Improvement Plan;
- Such matters as are referred to it for advice by the Governing Body or its committees.

The committee shall present a report at least once each term to the Governing Body.

**Range of Responsibilities:**

The committee shall review on a regular basis the following matters - Policy Review; Finance; Personnel; Pay Review; including Headteachers Annual Appraisal, Appraisal Appeals and Audit of Performance Management.

**Policy Review:**

The Committee shall be responsible for the regular review and approval of the list of policies in accordance with the Governors Statutory Policy list. The committee shall inform the FGB of the outcome of the policy review by providing a copy of the Committee Minutes, with the revised policy, clearly attached, to the FGB Clerk. The FGB Clerk who will circulate the Minutes to the FGB to receive at the next available FGB. Committee Chairs are asked to ensure an electronic copy of the revised policy is sent to the Clerk.

**Finance:**

- The Committee shall consider at the first meeting of the financial year, a draft budget for the year and has delegated authority to approve the budget. The committee will report any decisions made on the budget to the Governing Body.
- The Committee shall consider at least once each term, a budget monitoring report which compares expenditure to date with the appropriate portion of the approved budget for the year. It will report significant variations from anticipated levels of expenditure to the Governing Body, together with a recommended course of action.
- The Committee shall delegate to the Headteacher, authority for:-
  - Alterations to the budget to reflect the resources made available by the local authority for statements of special educational needs and for cases of extended sickness.
  - Alterations to the budget, including virements, which do not exceed £3,000 and which neither increase or decrease total net expenditure.The Headteacher must report to the next committee meeting when these powers are exercised.
- The Committee shall consider proposed alterations to the approved budget and has delegated authority to approve the budget revision. The committee will report any decisions made on the budget to the Governing Body.
- The Committee shall consider individual terms of expenditure exceeding £3,000, except where these have been specifically agreed by the Governing Body as part of its approval of the budget for the year. All other spending in accordance with the approved budget may be incurred by the Headteacher without reference to the Governing Body or its Committees.
- The Committee shall conduct annually, an assessment of compliance against the Schools Financial Value Standard (SFVS). This should take place in February of each year in preparation for the submission deadline and recommend approval back to the Full Governing Body.
- The Committee shall consider and report to the Governing Body on the financial aspects of:-
  - The School Development Plan
  - The Charging Policy
  - Such matters as are referred to it for advice by the Governing Body or its committees.
- Members of the committee will undertake a Governor's Audit Programme to satisfy themselves that adequate financial controls are in place. These audits should take place at least every two years.
- The committee should consider how resources are utilised in comparison to other schools with similar cohorts, by reviewing benchmarking data bi-annually.

**Personnel:**

- The Committee operates within the arrangements contained in the Capita's Manual of Personnel Practice, as adopted by the Governing body.
- The Committee shall be responsible for recommending to the Governing Body, policy decisions on matters concerning personnel and staffing.
- The Committee shall consider and report to the Governing body the staffing aspects of:
  - The School Improvement Plan
  - Such matters as are referred to it for advice by the Governing Body or its Committees.
- To review the staffing structure whenever a vacancy occurs, and at least annually in relation to the School's Management Plan.
- To review the teachers' salaries annually as required by the Pay and Conditions Document and make recommendations.

**PAY REVIEW SUB COMMITTEE****Membership and Quorum:**

- The Finance and Personnel Committee will perform the role of the pay committee.
- Any paid employees of the school who are also governors are unable to be members of the Pay Committee and therefore such governor members of the Finance and Personnel Committee will not attend pay committee meetings.
- The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed.
- Pay recommendations will be received by the Committee from the Headteacher Pay Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal.
- The quorum for the Governors' Pay Committee is two members.
- All meetings of the Governors' Pay Committee will be minuted.

**Delegated powers and purpose of Committee:**

The Governors Pay Committee will:

- Annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher
- Annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee (HPMC)
- Deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Finance and Personnel Committee
- Receive a summary report from the Headteacher on support staff pay determinations where the Pay Committee has agreed to do so, and prior to making a pay determination, receive and/or hear evidence from an employee who does not agree with the recommendation that the Headteacher (or Chair of the HPMC).
- Nominate one of its members to undertake the annual audit of performance management
- Recommend to the full governing body that a detailed audit of performance management is undertaken at an appropriate point in the school's Ofsted cycle and agree governors to undertake the audit

**POLICIES TO BE REVIEWED BY THE FINANCE AND PERSONNEL COMMITTEE:**

<b>FINANCE</b>	<b>VERSION</b>	<b>SOURCE:</b>
Finance and Personnel Committee Terms of Reference	3	LHS
Best Value Policy	1	LHS
Best Value Statement	1	LHS
Charging and Remissions Policy	1	LHS
Financial Responsibility and Delegation	1	LHS
Governor Allowances	1	KA
Lettings Contract and Policy	1	LHS

<b>PERSONNEL</b>	<b>DATE:</b>	<b>SOURCE:</b>
Alcohol & Substance Use Procedure	December 2017	CCC
Application for Changes to Working Arrangements	December 2017	CCC
Appraisal Procedure for School Based Teachers	December 2018	CCC
Appraisal Procedure for Support Staff	December 2017	CCC
Bullying & Harassment Procedure & Guidance	February 2019	CCC
Capability Policy & Procedure	May 2019	CCC
Code of Conduct for Staff & Other Adults	October 2018	KA / LHS
Code of Conduct for Governors	March 2018	NGA / LHS
Collective Disputes	December 2017	CCC
Complaints	March 2018	CCC / LHS
Confidentiality Policy	May 2019	LHS
Data Protection – GDPR	December 2018	LHS / The Key
Dealing with Allegations of Abuse Against Teachers, Staff & Volunteers	December 2017	CCC
Disciplinary Procedure & Guidance	December 2017	CCC
Equality	December 2017	CCC
Flexible Retirement	December 2017	CCC
Grievance Procedure & Guidance	December 2017	CCC
Managing Change – Redundancy	December 2017	CCC
Maternity, Paternity, Adoption, Parental & Shared Leave	May 2019	CCC
Personal Information	December 2017	LHS
Probationary Period – School Based Staff	December 2017	CCC
Public Sector Equality Duty Statement	December 2018	KA
Recruitment & Appointment Procedure for School Staff	December 2017	CCC
Sickness Absence	December 2017	CCC / LHS
Staff Exit Interview Procedure	March 2018	LHS
Staff Induction Policy	December 2017	LHS
Teachers Pay Policy	December 2018	CCC
Time off Work for School Based Staff	December 2017	CCC
Voluntary Redundancy Policy & Procedure	December 2017	CCC
Whistleblowing	March 2018	CCC

## REVIEW SHEET – Terms of Reference Finance & Personnel Committee

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate, amendments which have been made to later versions.

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