



## Old Dalby C of E Primary School

### Terms of Reference, Personnel and Finance Committee

Kind hearts, open minds, courageous spirits. Together we will explore life in all its fullness.

#### Composition

At least three named members of the Governing Body. Associate members may be appointed by the full Governing Body. Associate members cannot vote on issues relating to school finances. No parent governor will be a member of the committee.

#### Quorum

No business can be conducted unless at least three governor members of the committee are present (one of which must be the Headteacher or a delegated member of staff).

#### Objectives

- To ensure that all standard funds receivable via the Secretary of State/ESFA are used only as described.
- To prepare and approve the annual budgets for expenditure in the forthcoming financial year.
- To keep under review the schools' actual financial performance compared with the budgeted performance and to take remedial action as necessary. Such action to be reported to the Governing Body. In all cases liaison must be maintained with the appropriate committees.
- To make decisions as to spending within the delegated powers given to it.
- To advise the Governing Body on the appropriateness or otherwise of spending requests outside the delegated powers given to it.
- To make decisions and determine charges for the letting of the school premises including the grounds.
- To make decisions as to virements within agreed budgets and in accordance with Financial Regulations, within the delegated powers given to it as stated.
- To advise the Governing Body on the appropriateness or otherwise of virement requests outside the delegated powers given to it as stated.
- To monitor all spending in the school. Such monitoring will require full liaison with the appropriate committees.
- To receive reports from the Responsible Officer.
- To decide any matter which arises and does not fall within the remit of any other committee.

#### Activities

To deal with all financial matters, to implement the approved budget, to advise the Headteacher on matters relating to the finances of the school and to review and implement the set of Financial Regulations drawn up for the school.

Training requirements will be delegated to the appropriate committee with appropriate recommendations as necessary.

#### Policies and Procedures

The Finance Committee has a general role in advising the Headteacher on matters relating to the finances of the school.



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The Finance Committee is required to abide by the requirements and guidelines of the ESFA and the DfE.

The Finance Committee should make recommendations for future financial planning and in so doing will need to liaise with the other committees.

#### PERSONNEL

##### Objectives

- To be responsible for recommending to the Governing Body the establishments for both teaching staff and support staff.
- To recommend variations to the agreed establishment.
- To authorise the filling of vacancies.
- To ensure that all staff have contracts of employment and clear job descriptions.
- To consider applications from staff for changes in contracts, for early retirement, for leave of absence outside the scheme adopted by the Governing Body, or for any other issue raised by staff in connection with their contract of employment.
- To decide the overall procedures for appointing staff.
- To be responsible for the development of policies on personnel matters.
- To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to staff.
- To monitor the training needs of teaching and support staff.
- To be responsible for the oversight of arrangements for the deployment at the school of non-governing body employees.
- To ensure that the requirements of equal opportunities legislation in regard to gender, race, disability and age are met.
- To contribute to the School Development Plan as appropriate.

##### Pay matters

- To manage pay and grading issues as laid down in the schools pay policy.
- To determine in accordance with the Schools' Pay Policy, the level of salary for new appointments for both teaching and support staff.
- To establish criteria for awarding discretionary points to teaching staff, including UPS.
- To set annual budgets for staffing.

##### **AUDIT AND RISK** *(See Part 3 Academy Trust handbook 2021)*

- To oversee and approve the Academy Trust's programme of internal scrutiny.
- To ensure that risks are being addressed appropriately through internal scrutiny.
- To review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year.
- To agree who will perform the programme of internal scrutiny.
- To consider reports from those carrying out the work and address any recommendations arising from the reports.

Let us be concerned for one another, to help one another to show love and do good.

Hebrews 10:24



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1. To report to the full governing board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks.
2. To have access to the external auditor, as well as those carrying out internal scrutiny, review their plans and reports and also consider their quality.
3. To ensure information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the trust is accurate and in compliance with funding criteria.

#### Functions delegated to the Headteacher

- To be responsible for the deployment and management of teaching and support staff.
- To advise the Governing Body on the establishments for teaching and support staff.
- To give advice to the Governing Body on staff appointments
- To be responsible, with governor involvement where appropriate, for the appointment of all teaching and support staff (below deputy head level) as agreed by this committee and /or the Governing Body.
- To advise the Governing Body on pay discretions, establishing disciplinary / capability procedures, staff dismissal, staff suspensions, dismissal payments and early retirements.
- To authorise leave of absence for staff according to the relevant policies.
- To manage the placement of supply staff to cover the absences of permanent staff.
- To evaluate the standards of teaching and learning and to ensure that proper standards of professional performance are established and maintained
- To take such other urgent action on staffing issues as required, in consultation with the chair of the committee and / or the Chair of Governors.

#### Functions retained by the Full Governing Body

- To approve the establishments for teaching and support staff.
- To be responsible for the arrangements for appointing the Headteacher and Deputy Headteacher, in accordance with guidelines.
- To be responsible for pay discretions, establishing disciplinary / capability procedures, dismissal of the Headteacher and other staff (through the staff disciplinary committee) suspending / reinstating the Headteacher and other staff, determining dismissal payments and early retirements.

#### Administration

##### Appointment of Chair

The appointment of the Chair of this Committee shall be determined by the Committee and reviewed at the first meeting of the school year.

##### Appointment of Clerk

The appointment of the Clerk shall be determined annually at the first meeting of the school year.

##### Minutes

Minutes of meetings will be submitted to the next meeting of the Governing Body.

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#### **Convening meetings**

The Committee will meet at least four times a year or additionally at the request of the Chair, the Headteacher or any two members of the Committee. At least seven days clear notice, wherever possible, will be given.