



## TERMS OF REFERENCE FOR THE FINANCE & PERSONNEL COMMITTEE

The Chair of Governors, and the Headteacher, shall be appointed to the Finance & Personnel Committee, and in addition, a minimum of one other governor shall be elected as a member of the committee at the first meeting of the Board of Governors each school year. The Finance & Personnel committee Chair shall be elected by the Board of Governors. The School Business Manager will be appointed as an associate member; they shall withdraw from the meeting where necessary. The associate member shall be appointed for the academic year, and shall have voting rights, within the conditions set down in Regulation 11 of the School Governance (Constitution) Regulations 2003.

The quorum for the Finance & Personnel Committee shall be 3 voting members, at least one of whom is not employed at the school. There shall be 3 meetings per year.

### OVERALL PURPOSE OF THE COMMITTEE

The overall purpose of the committee is to:

- monitor the school's policies relating to resources issues - finance, personnel and premises
- report to the full Board of Governors on the effectiveness of these policies and to recommend changes as appropriate

In carrying out all its responsibilities the committee must act:

- in partnership with the Headteacher
- in accordance with statutory requirements
- in accordance with any general principles set by the full Board of Governors
- after consulting (where appropriate) staff, parents, students, the LA and relevant organisations /agencies.

### TERMS OF REFERENCE

#### A. FINANCE

##### *Financial Management Policy*

- To draft the school's financial management policy (including financial responsibilities to be delegated to the Headteacher
- in accordance with the Trafford scheme
- after considering relevant advice from the LA, OFSTED, the Audit Commission and DfE
- after consulting the Headteacher

- To present the draft policy to the full Board of Governors for consideration and approval
- To monitor the implementation of the policy and to report to the full Board of Governors
- To review the policy at least once every year and whenever relevant advice is received from the LA, OFSTED, the Audit Commission or DfE

### *School Budget*

- To consider the provisional budget provided by the Headteacher and approve a provisional budget
- To present the provisional budget to the full Board of Governors for consideration and approval in time to meet the LA's budget deadlines
- To monitor the school budget, including income, expenditure and virements, and report to the full Board of Governors
- To regularly monitor student number trends to assess the effect on the delegated budget allocation
- To consider and to advise the Board of Governors on the financial implications of adopting any policy with significant budget implications
- To undertake an annual review of all expenditure with a view to achieving 'Best Value' in respect of the use of the delegated budget allocation. This will include a review of all contractors and suppliers to the school to ensure the existing arrangements are appropriate and in line with DfE purchasing advice to schools
- To undertake an annual review of all sources of income received by the school to ensure fees and charges remain appropriate and in line with any increase in costs; and to monitor income received against the budget estimate as with expenditure
- To determine the school's policy on lettings (including charges) on behalf of the full Board of Governors
- To review the school's policy on lettings (including charges) on an annual basis, and at other times as appropriate, and report its conclusions to the full Board of Governors
- To receive reports from the Headteacher on his/her decisions on applications for use of the school premises in accordance with the policy of the Board of Governors
- To recommend to the full Board of Governors any changes to the level of financial delegation afforded to the Finance & Personnel Committee and Headteacher in respect of expenditure orders and virements between budget heads. The levels of delegation for 2013/14 are:
- The Headteacher has delegated powers to authorise expenditure in line with the agreed budget up to a limit for a single transaction of £50,000, and to wire an amount of money up to a limit of £50,000 between budget sub-headings

- The Finance and Personnel Committee has delegated powers to authorise expenditure of an amount of money up to a limit for a single transaction of £75,000, and to vire an amount of money up to a limit of £75,000 between budget sub-headings
- The Finance and Personnel Committee has delegated powers to authorise all expenditure of Devolved Formula Capital
- Expenditure outside £75,000 must be approved at a meeting of the full Board of Governors

#### *Controls Risk Self-Assessment*

- To prepare an annual controls risk self-assessment, for approval by the full Board of Governors

#### *Register of Business Interests*

- To ensure the school's Register of Business Interests is kept up-to-date

### B. PERSONNEL

#### *Policies and procedures*

- To draft HR policies and procedures including those relating to appointment of staff, health and safety, performance management, discipline, grievance, etc.; and to present them to the full Board of Governors for consideration and approval
- To advise the full Board of Governors on such policies and procedures
- To review the Board of Governors' pay policy and the school's staffing establishment and structure on at least an annual basis, in the light of legislative changes, financial and curricular considerations and the School improvement Plan; and to present any proposed changes to the policy and/or staffing structure to the full Board of Governors for consideration and approval
- To recommend to the Board of Governors the annual budget needed for pay, bearing in mind the need to ensure the availability of resources to support any discretionary decisions; and to recommend that the Board of Governors makes application for any additional funding available to support this process
- To review all other HR policies and procedures on a regular basis (and at other times as appropriate) and report its conclusions to the full Board of Governors

*Updated September 2024*