



# Terms of Reference for Staffing, Finance and Premises 2022



## Terms of Reference for Staffing, Finance and Premises Committee

### 1. Membership

The Staffing, Premises and Finance Committee (hereafter referred to as 'the committee') shall consist of a minimum of 4 governors. The committee can invite school staff with appropriate financial/HR skills and appropriate local authority officers to act as non-voting advisors.

### 2. Quorum

The quorum shall be 3 governors who are voting members of the Committee.

### 3. Meetings

3.1 The committee will meet at least 3 times per year.

3.2 Any additional meetings will be called as necessary; at least 7 day's notice must be given when calling a committee meeting.

### 4. Minutes

4.1 Minutes will be taken by the Clerk to the Governors. In the absence of the Clerk, the Committee can appoint a member or advisor (but not the Head teacher, Strategic Site & Finance Director or Finance Manager) to act as Clerk to the meeting. Any voting member who takes the minutes shall retain their voting rights

4.2 Draft minutes of the meeting will be distributed at least 7 days prior to the next meeting together with any supporting papers.

### 5. Chairing

5.1 The Committee shall elect a Chair/Vice Chair annually, usually at the first meeting of the academic year or the FGB will designate Chair/Vice Chair

5.2 The Chair, in conjunction with the Head Teacher, will be responsible for drawing up the agenda and sending it out to committee members at least 7 days in advance.

5.3 In the absence of the appointed Chair/Vice Chair, the Committee can appoint another member of the Committee to act as Chair for the meeting

### 6. Reporting to the Full Governing Body

The Chair will report to the full governing body on main decisions taken and any recommendations on which the full governing body needs to vote.

### 7. Areas of responsibility

- 7.1 The Committee will be responsible for the preparation and approval of the Annual Budget. The Governing Body has delegated to this Committee the authority to approve the annual budget. It will establish formal procedures and timetables for planning the budget and will require the Head Teacher to produce estimates of expenditure and income sufficiently in advance of each financial year, even if the details of the school's funding have not been finalised, so it can determine priorities in accordance with the School Action Plan.

It is the responsibility of the Committee, in preparing the Draft Annual Budget, to work within the indicative budget, for the forthcoming year and for it to indicate clearly any use that it is proposing to make of contingency reserves, and any surplus balances carried forward from previous financial years so that where appropriate, the governing body is fully informed of the final decision.

- 7.2 The Committee will receive budget reports, from SIMS/FMS or other accounting packages, from the Head Teacher, Strategic Site & Finance Director or Finance Manager, for consideration, prior to them being reported to the Governing body. The budget monitoring reports will include the following system reports.
- A Cost centre group report or account summary report (or equivalent)
  - A Virement Report
  - A copy of the latest Suspense file
  - A system report showing cumulative expenditure of £10,000 or more with an individual supplier. **Note: This is not restricted to an individual financial year and may cross a number of financial years**
  - A Bank Reconciliation and Cash flow Statement

The Committee will monitor income and expenditure throughout the financial year and receive an overview of the financial position of the school on at least a termly basis.

- 7.3 The Committee will review virements and budget revisions made by the Head Teacher to a maximum value of £20,000
- 7.4 The Committee will approve requests for virements and budget revisions in excess of £20,000 per item. In the event of there being an emergency request the Chair of Finance will have the authority to approve such requests and then report back at the next Finance Committee meeting under 'Chair's Actions'
- 7.5 The Committee will give the Head Teacher responsibility for administration of the budget and its day-to-day control and monitoring. (See Appendix A – Headteacher and staff delegation statement)
- 7.6 The Committee, with the Head Teacher, will assess at least once a year, financial progress towards achieving the objectives in the School Action Plan and, consistent with this aim, will review projected expenditure for future years in accordance with the School Action Plan, working wherever possible on a three year rolling programme.
- 7.7 The Committee, on an annual basis will adopt and agree to adhere to the Local authority Financial Regulations and procedures

7.8 The Committee, on an annual basis will prepare and submit for discussion to the governing body, a Statement of Internal Control identifying any key areas of weakness within the financial control systems of the school and propose actions that need to be taken to address issues around financial control and probity

8. Expenditure

8.1 The Committee will review orders placed to a value between £10,000 and £60,000 per order.

8.2 The Committee will approve orders between £60,001 and £181,302 if within budget provision and subject to the receipt of three quotations, in accordance with the Local Authority Financial Regulations and Standing orders

8.3 The Committee will ensure that where expenditure is likely to exceed £181,302, the tendering procedure will be implemented in accordance with the Local Authority Financial Regulations and Standing Orders

8.4.0 The Committee will review all cumulative expenditure with suppliers in excess of £10,000.

8.5 The Committee will review the financial implications on the budget of the Teachers Pay and Conditions document.

8.6 Receive the annual accounts and certificate of audit of the school fund and other voluntary funds held within the school.

9. Payments

9.1 The Committee will monitor compliance with the schools financial procedures, particularly with reference to segregation of duties between purchases and payment

9.2 Assess the school's insurance cover to ensure that it provides adequate protection against risks.

9.3 Review and approve the amount of petty cash to be held by the school

9.4 Review annually all current school contracts for value for money and quality of workmanship/service

9.5 The Committee must ensure that the LA Standing Orders relevant to financial management are complied with and will undertake periodic audits of the school's financial procedures and recommend appropriate corrective action.

10. Premises, Facilities & Assets

10.1 The Committee will oversee the implementation of the Health & Safety Policy and all premises related policies.

10.2 The Committee will consider regular reports from the school's senior management concerning Health & Safety Issues, bringing issues to the FGB as appropriate. In

addition the Committee will oversee the formulation, implementation and review of the Safer Recruitment elements of the school's Safeguarding policy.

- 10.3 The Committee will be responsible for the preparation and approval of the school's premises management strategy.
- 10.4 The Committee will be responsible for the approval and review of the school's services contracts, having due regard for best value.
- 10.5 The Committee will review the writing off or disposal of any redundant equipment

## 11 Staffing

- 11.1 The Committee will formulate and approve the schools staffing structure and pay scales.
- 11.2 The Committee will designate a **pay review/appeals committee** to hear representations from employees and dismiss and re-engage if necessary following a staffing restructure.

- 11.3 The Committee will formulate and approve the annual list of posts for which Recruitment and Retention Allowances are payable
- 11.4 The Committee will monitor and approve changes to the school's arrangements for staff induction, role-specific training, and wider CPD including arrangements for support trainee teachers, ECTs & NQTs.
- 11.5 The Committee will ensure the school policies on performance management for teaching and support staff are being adhered to.
- 11.6 The Committee will consider and make decisions on applications from staff for early retirement, secondment, leave of absence over and above that which the Headteacher may grant in accordance with LA policy, and extensions to sick pay.
- 11.7 The Committee will formulate and review staffing related policies (including review LA recommended staffing policies) including:

<ul style="list-style-type: none"> <li>• Disciplinary policy</li> <li>• Capability policy (teachers)</li> <li>• Capability policy (support staff)</li> <li>• Appraisal policy for teaching and support staff</li> <li>• Dignity at work policy</li> <li>• Dismissal due to other substantive reason</li> <li>• Equality Objectives</li> <li>• ECT Policy (Early Career Teacher Policy)</li> <li>• Flexible working procedure</li> <li>• First Aid in Schools</li> <li>• Grievance procedure</li> <li>• Governors allowances</li> <li>• Leave of Absence arrangements</li> <li>• Managing attendance procedures</li> <li>• Menopause Policy</li> </ul>	<ul style="list-style-type: none"> <li>• ECT induction Policy</li> <li>• Staff travel and expense claim arrangements</li> <li>• Safer Recruitment Policy</li> <li>• Staff code of conduct</li> <li>• Dismissal due to other substantive reasons</li> <li>• Freedom of information</li> <li>• Pay Policy</li> <li>• Restructuring procedure</li> <li>• Risk Register</li> <li>• Staff Wellbeing Policy</li> <li>• Whistleblowing and serious misconduct procedure</li> <li>• Working from home policy</li> <li>• Pay committee terms of reference</li> </ul>
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## 12 General

- 12.1 Ensure the withdrawal of the individual if she/he has a business, pecuniary or personal interest in the business of the Committee. (See Appendix 1 – Annual Declaration of Business Interests)
- 12.2 Agree to undertake training to keep up to date with national and local trends and policies.
- 12.3 The Committee is responsible for ensuring that the school achieves the SFVS Standard with particular reference to the governance arrangements and financial management roles and responsibilities.
- 12.4 The Committee shall appoint such link Governors as it sees fit to monitor / review the school's activities in line with the Committee's remit
- 12.5 The Committee will formulate and review finance, health & safety, and premises related policies (including review LA recommended finance policies) including:

• Acceptable use policy	• First aid policy
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<ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Business Continuity Plan (every two years)</li> <li>• Biometrics Protection Policy</li> <li>• CCTV policy</li> <li>• Charging and remissions policy</li> <li>• Complaints procedure</li> <li>• Data protection policy</li> <li>• E safety policy</li> </ul>	<ul style="list-style-type: none"> <li>• Headteacher and staff delegation statement</li> <li>• Health and Safety</li> <li>• Lettings Policy</li> <li>• Risk Register</li> <li>• Statement of Internal Control</li> <li>• Supporting Pupils with medical needs</li> <li>• Subject access request policy</li> <li>• Terms of reference for Finance, Staffing and Premises</li> <li>• Premises management documents</li> </ul>
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### 13 Chair's actions

13.1 In the event of unforeseen/unexpected circumstances where awaiting the next meeting of the Committee and where it is not possible to convene a quorate extraordinary Committee meeting, the Chair of the Committee may exercise the decision making power of the committee if a delay would be detrimental to the school.

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
 (Head Teacher)

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
 (Chair of Governing Body)

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_  
 (Chair of Finance Committee of the Governing Body)

**NB: These terms of reference will be reviewed and updated on an annual basis for approval by the Governing Body. This document was last reviewed on 28 September 2022 at the Full Governing Body meeting.**

**Declaration of Pecuniary and Personal Interest****Name:****School:****Position:** \_\_\_\_\_

I [Name], declare as a Governor/member of staff of Hodge Hill College that I hold the following personal and/or pecuniary interest(s):

<b>Pecuniary interests</b>	<b>Please provide details of the interest</b>
Current employment	
Businesses (of which I am a partner or sole proprietor)	
Company directorships – details of all companies of which I am a director	
Charity trusteeships – details of all companies of which I am a trustee	
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management	



Gifts or hospitality offered to you by external bodies while acting in your position as a Governor or member of staff and whether this was declined or accepted in the last 12 months	
Contracts offered by you for the supply of goods and/or services to the School	
Any other conflict	

Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to a Governor or member of staff				
Company directorships or trusteeships of family/close connections to Governor or member of staff				

If you are a Governor or member of staff of any other School please provide details below:

**Name of School**

**Position held:**

**Date appointed/elected**

**to post:**

**Date of termination to post:** .....

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at the school where such contract or matters comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the School's conflicts of interest policy.

**Signed:**

**Date:** .....