



## **Personnel and Finance Committee**

### **TERMS OF REFERENCE 2023-2024**

#### **1) Membership**

The governing body has to decide the membership of the committee on an annual basis and there shall be four or more members. Where the headteacher is a governor they will be an automatic member. Alternatively if the headteacher is not a governor they have a right to attend all meetings of the P&F Committee. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. The committee will elect from their number a chair at the first meeting of each academic year.

#### **2) Appointment of Clerk**

The governing body must appoint a trained, paid clerk to this committee who must not be the headteacher of the school.

#### **3) Quorum**

The quorum shall be three members of the committee. It is recommended that the quorum is the headteacher plus two members of the committee.

#### **4) Meetings**

Meetings will be held at least four times per year. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes. Should the clerk be absent from a meeting, then a governor may take the minutes.

#### **5) Function**

Decisions taken by the committee must be led by priorities identified within the School Development Plan (SDP), which should be costed within the Budget. The main function of the Personnel & Finance Committee will be to advise and work with the headteacher to seek the best use of the school's resources to promote the best educational outcomes for children - subject to the following:

##### **a) Finance**

1. In consultation with the headteacher, to draft the first formal budget of the financial year to deliver the priorities in the SDP.
2. To consider a budget position statement (as set out in the annexe) including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body.
3. To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium and the pupil premium)
4. To monitor monthly expenditure including reviewing details of any delayed or missing supplier invoices, staff expense claims, supply teacher payments or committed and unfulfilled purchase orders.

5. To annually complete the School Financial Value Statement, for the chair to sign and submit to the local authority.
6. As part of the delegation for the day to day financial management of the school the headteacher will have delegated powers to authorise budgeted expenditure not in excess of £30,000 and authorise virement of an amount of money not in excess of £5,000. All operating leases or contracts for more than one year must be pre-approved by the committee.
7. The Personnel & Finance Committee and the headteacher together will have delegated powers to authorise budgeted expenditure not in excess of £75,000 and authorise virement of an amount of money not in excess of £25,000. All virements of funds (whether budget or actual) must be reported to the full governing body.
8. To ensure that the school operates within the Financial Regulations of the local Authority. (See detailed references/website links in the Annexe.)
9. To monitor expenditure of all voluntary funds kept on behalf of the governing Body. Though no funds are currently held by the school.
10. To put in place charges and remissions policies and expenses policies.
11. To put in place a Pay policy.
12. To make decisions in respect of service agreements & maintain a list of all current service agreements.
13. To perform pre-contract due diligence on suppliers for one-off projects where the payment to the supplier is in excess of £5,000. Items to be addressed are covered in the Annexe.
14. To decide whether to offer additional activities and what form these should take and whether to stop providing these activities
15. In liaison with the Eco & Premises committee, ensure that appropriate buildings insurance and personal liability insurance are in place – GB to seek advice from LA, diocese or trustees where appropriate

#### **b) Personnel**

1. To review the staffing structure in consultation with the headteacher so it is effective in delivering the priorities in the SDP and improving the learning of all pupils.
2. To review the Teachers' pay policy for all categories of staff and to be responsible for its administration.
3. To oversee the appointment procedure and safer recruitment for all staff.
4. Establish and review procedures for addressing staff discipline, conduct and grievance.
5. To oversee the process leading to staff reductions or increase.
6. To keep under review staff work-life balance, working conditions and well-being, including the monitoring of absence.
7. Consider, in consultation with the Teaching & Learning committee, issues relating to resourcing to support teaching and learning, and the curriculum, and to present detailed recommendations to the Governing Body.
8. To adopt and review Teacher appraisal and capability policy.
9. Determining dismissal payments/ early retirement.

#### **c) Other**

1. To establish and publish a Freedom of Information scheme and ensure the school complies with it.

#### **d) General**

1. All meeting minutes to be circulated to the full governing body.
2. List all tasks delegated to this Committee.

3. In accordance with the Standing Orders adopted at the Meeting of the Full Governing Body on February 3<sup>rd</sup> 2016, this Committee shall have the authority to approve policies relevant to its function unless the members of the Committee are unable to agree on such approval or if the Chair of the Committee decides that it is important for a policy approval should be sought from the Full Governing Body.

#### **POLICY LIST**

1. Data Retention (*review date October 2024*)
2. Disciplinary rules and procedures for all employees (*review date Mar 2026*)
3. Discretionary leave of absence (*review date March 2024*)
4. Whistle-blowing policy and procedure (*review date March 2024*)
5. Bullying and harassment policy and procedure (*review date Nov 2023*)
6. Equality Duty Statement (*review date Nov 2024*)
7. Grievance procedure (staff) (*review date Sep 2024*)
8. Lettings policy (*review date annual Jun 2024*)
9. Personal information (staff) (*review date annual*)
10. Recruitment and selection policy and procedure (*review date June 2024*)
11. Statement of procedures for dealing with allegations of abuse against staff (*review date Jan 2024*)
12. Stress management (*review date June 2024*)
13. Teachers' appraisal and capability policy (*review date Nov 2024*)
14. Teachers' pay (*review date annual*)

**Signed by the Chair of the Personnel and Finance Committee**

*Ave Wrigley*

Date: 18 October 2023

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**Annexe –**

**(a) Budget position statement** (see para a2 above) - this is provided in two formats:

1. CFR Codes report – which provides a overview by top level income and expenditure code
2. Cost centres report – which segregates income and expenditure by project type and useful for monitoring subsection of income and expenditure such as catering , school trips or donations.

**(b) link to Local Authority financial regulations** (see para a8 above)

<https://www.cambslearntogether.co.uk/asset-library/Scheme-of-Financial-Management-v10.2.pdf>

**(c) New contractor due diligence checklist**

1. Review of contract terms including guarantee periods for work undertaken.
2. References from satisfied customers for similar work/projects
3. Review of published accounts at Companies House
4. Insurance & (if applicable) professional indemnity cover.
5. Links to members of staff or governors.