

Terms of Reference

Finance and General Purposes Committee

(General Purposes include those matters relating to personnel, the *site, premises, maintenance, buildings and environment which are delegated by the Governing Board but are not dealt with by any other Committee).

Following the delegation of such powers by the Governing Board, the Committee is responsible for regulating and controlling the financial affairs of the School and all policy matters relating to personnel functions within the context that the Authority remains the employer of the school-based staff and with the exception of:

- The appointment of staff which is to be determined annually

*subject to there being no Site Management Committee

The Committee is responsible for setting the School's annual budget in the light of:

The School's Improvement Plan should include the use which the School intends to make of any balances of funding (including contingencies) for the year which has just ended.

Where a school has an approved licensed deficit, the Committee should be receiving deficit progress reports that are requested by the authority to be submitted at the same time as the original and autumn term budget plans.

Action plans arising from Ofsted inspections.

The School's delegated budget share and other funding sources.

Actual levels of expenditure in the previous year and an estimated balance of funds to be carried forward.

Information on future budget predictions, particularly trends in pupil numbers.

Obtaining best value by considering quality, economy and efficiency when making agreements for the purchase of supplies, goods, equipment or services.

The Committee should present to the Governing Board a detailed three year budget plan, including an analysis across the appropriate expenditure and incomes headings. In accordance with The Scheme for Financing Schools, the approved budget plan shall then be notified to the LA by 31 May or within one calendar month of the School's budget share being notified, whichever is the later.

The School is also required to submit revised budget plans by 31 October each year.

The Headteacher is responsible to the Committee for the management of the delegated budget. In particular, he/she has authority to order, commit and incur expenditure in accordance with the approved budget. In accordance with Financial Procedure Rules this includes the maintenance of an approved signatories list.

To conduct an annual review of the School's financial management arrangements using the Schools' Financial Value Standard (SFVS) (effective from April 2012). The Committee/Governing Board should

formally discuss the questions with the Headteacher and senior leaders. Schools must send a signed copy of the Standard to the Local Authority's Audit department by 31 March.

To annually complete a Statement of Internal Control (not statutory but highly recommended).

To receive and respond to any report issued by the Audit Department following a School Audit.

The Committee is responsible for controlling and monitoring virement during the year between cost centres. The Headteacher has delegated power to exercise virement between costs centres for items of expenditure costing up to £10 000 including the application of contingency or unallocated funds.

All virements outside these limits are to be submitted to the Committee for approval. In addition, the Headteacher is to submit regular reports to the Committee on all virements exercised under delegated authority.

The Headteacher has authority to incur expenditure up to a limit of £3 000 excluding VAT, as long as the relevant transaction is carried out in accordance with Financial/Contracts Procedure Rules.

For virement and expenditure in excess of these limits, the matter must be referred to the Committee, or in the case of an extreme emergency, the Chair of Governors or the Chair of the Finance and General Purposes Committee.

Transactions must not be artificially sub-divided in order to circumvent the limits set out above.

Day to day control and monitoring of expenditure and income is the responsibility of the Headteacher, who must submit termly reports to the Committee.

The Headteacher may delegate responsibility for managing specific elements of the delegated budget to designated school staff, subject to the agreement of the Committee.

To review comparative financial statistics presented by the Local Authority and obtained from the DfE benchmarking website.

For those schools which operate bank accounts, the Committee may wish to define signatory arrangements and authorise individual payments in excess of a specified value.

The Committee is responsible for entering into Service Level Agreements and contracts for execution of works and the supply of goods and services (including support services) on behalf of the Governing Board, and for monitoring contract performance. Procurement decisions should be supported by appropriate evidence of compliance with Financial/Contracts Procedure Rules.

The Governing Board does not have the automatic power to enter into any leasing or deferred payment arrangements. In accordance with Financial Procedure Rules and in each case the Governing Board must seek the prior written opinion of the Local Authority before entering into any potential leasing agreement. Written approval should be sought utilising the appropriate procedures as established by the LA.

The Committee is responsible for reviewing the Schools' own financial procedures on an annual basis.

The Committee is responsible for reviewing any charges that the School makes on an annual basis e.g. lettings, and for ensuring that they comply with the statutory limitations when charging for school activities in line with the Charging and Remissions Policy.

The Committee is responsible for receiving at least an annual report detailing all discrepancies arising from checking inventory records.

The Governing Board shall determine the procedures for the appointment of Chair, Vice Chair and Clerk for the meetings of the Committee.

The Committee may invite non-Governors to attend their meetings, but they may not vote.

The Governing Board remains responsible for any decisions taken on its behalf by the Committee.

The following references also pertain to the Finance and General Purposes Committee:

Prepare a financial plan that maps out the spending priorities for the School over the next 1-5 years within the School Improvement Plan.

Target the devolved capital resources to address issues identified in the Asset Management Plan and address issues of condition, suitability and sufficiency. The resources should be linked to the School Improvement Plan priorities and make the maximum contribution to school improvement.

Prepare a planned maintenance programme to include planned external painting projects to maintain the fabric of the building. Ideally the planned maintenance programme should represent 50% of the repairs and maintenance budget included in the approved budget plan.

Ensure that current and new legislation, guidance and policies are complied with e.g. Construction (Design and Management) (CDM) and Fire Safety Regulations and that relevant staff are trained.

To ensure that buildings are: functional with a suitable layout for the appropriate teaching activity; environmentally acceptable, secure but accessible and have adequate heating and lighting.

To ensure that all teaching facilities are cleaned adequately in order to ensure that they comply with accepted standards for hygiene and health and safety purposes.

To ensure that sites and surrounds are maintained adequately: that they (in particular grassed areas) comply with the Environmental Protection Act, that pathways and hard surfaced areas are free of potholes or other indentations and to maintain a safe environment.

To ensure that premises comply with health, safety and hygiene requirements and that there is appropriate provision within the School's budget to achieve these standards.

To ensure that the School provides a safe and secure environment for teaching and learning, with particular reference to the control of access by people other than pupils and staff.

To ensure that there is an appropriate management system which includes regular inspections of the building for the maintenance of the premises.

To liaise with the Local Authority on any complex building issues.

To ensure that furniture is inspected regularly and, where necessary, taken out of use, repaired or replaced.

To review regularly the use of accommodation to ensure that maximum use and efficiency is being

achieved and that, where accommodation is being used other than for school activities, users are aware of their responsibilities in order to ensure that no liability falls to the School or the Governing Board in the event of an accident or damage to the buildings.

To ensure that site management aspects are discussed regularly when the full Governing Board or Finance and General Purposes Committee is setting the School's budget.

The Governing Board shall determine the procedures for the appointment of Chair, Vice Chair and Clerk for meetings of the Committee.

The Committee may invite non-Governors to attend their meetings, but they may not vote.

The Governing Board remains responsible for any decisions taken on its behalf by the Committee.

Curriculum Committee

To review the School's Curriculum Policy on a regular basis to ensure that it complies with the National Curriculum, the legal requirements in relation to the daily act of collective worship, the delivery of an agreed RE syllabus and the provision of sex and relationship education.

To advise the Governing Board on curriculum information that needs to be uploaded onto the School's website.

To contribute towards, and monitor, the School Improvement Plan in respect of the curriculum.

To assist with ensuring that the requirements of pupils with additional and special educational needs are met, including those identified as gifted and talented

To promote and support curriculum development within the financial limitations set out by the Finance and General Purposes Committee.

To monitor assessment and testing arrangements.

To carefully monitor pupil performance (attainment and achievement) including a review of RAISEonline, Inspection Dashboard and other performance data, and recommend actions required to ensure the highest level of pupil performance.

To monitor the impact of pupil premium funding.

To monitor the achievement and progress of identified groups.

To consider all matters related to safeguarding.

To consider all matters related to extended schools.

Any other function deemed appropriate by the Governing Board.

The Governing Board shall determine the procedures for the appointment of Chair, Vice Chair and Clerk for the meetings of the Committee.

The Committee may invite non-Governors to attend their meetings, but they may not vote.

The Governing Board remains responsible for any decisions taken on its behalf by the Committee.

Pay/Personnel Committee

The Committee in the light of advice from the Headteacher (when appropriate) and the Local Authority will;

Consider a staffing structure for the School which conforms to the School's Improvement Plan.

Consider the financial implications of the structure on an annual basis and the extent to which it can be achieved within the School's budget.

In light of the above considerations, determine an operable staffing structure for the School.

Determine the staffing arrangements which are to be made to achieve that structure consistent with the criteria and appointment procedures approved by the Governing Board.

Consider pay and associated staffing matters including making discretionary payments, carrying out regradings, enhancing, accelerating or withholding pay progression and the criteria for making such determinations, together with any delegation of powers and responsibilities to the Headteacher.

The Headteacher is to submit regular reports to the Committee on all decisions taken under his/her delegated powers.

Carry out an annual review of staff salaries as required by legislation including the Appraisal of all teaching staff including the Headteacher.

Minute, in detail, the reasons/calculations whenever the salary point of the Headteacher/Deputy Headteacher is revised.

Consider and advise the Governing Board, as necessary, with regard to the operation of the Whole School Pay Policy. Note that the Committee can make recommendations with regard to the Pay Policy; however, the policy itself must be approved by the full Governing Board and cannot be delegated to committee level.

To hear formal grievances where they have not been resolved previously.

Ensure that the Local Authority is notified, in writing, of any significant changes to the pay of staff in the School.

The Governing Board shall determine the procedures for the appointment of Chair, Vice Chair and Clerk for meetings of the Committee.

The Committee may invite non-Governors to attend their meetings, but they may not vote.

The Governing Board remains responsible for any decisions taken on its behalf by the Committee.

Staff Dismissal Committee

To consider and make decisions related to the following staffing matters;

- Matters which may lead to the dismissal of a member of staff

- Redundancy and redeployment
- Matters related to the discipline of a member of staff

The Headteacher cannot sit as a member of this Committee

Membership: At least three non-staff Governors

Dismissal Appeal Committee

To consider any appeal against a decision to dismiss a member of staff made by the Staff Dismissal Committee

To consider any appeal against a decision short of dismissal under the Governing Board's personnel procedures e.g. Disciplinary, Grievance, Capability

To consider any appeal against selection for redundancy

The Headteacher cannot sit as a member of this Committee

Membership: At least three non-staff Governors

It is essential that the Appeal Committee has different membership and no fewer members than the original Committee.

Pay Appeal Committee

To consider any appeal arising from the decision of the Pay Committee.

The Headteacher cannot sit as a member of this Committee

Membership: At least three non-staff Governors

Pupil Discipline Committee

To review the use of exclusion within the School

If parents make representations about a fixed term period exclusion the Committee must consider them.

A meeting must be held within 15 school days to review a permanent exclusion or a fixed term exclusion of more than 15 school days, whether or not the parents attend.

Any Committee meeting and vote must have a quorum of three Committee members.

The Headteacher cannot sit as a member of this Committee

Membership: At least three non-staff Governors

Admissions Committee

(for those Governing Boards which are responsible for their own Admissions)

To decide whether any child should be admitted to the School

It is considered good practice to appoint the Headteacher onto an Admissions Committee, but Headteachers cannot act in place of the Governing Board in determining the School's Admissions Policy, or in deciding the admission of any individual child.

Membership: The Headteacher together with at least two other Governors