

# Terms of Reference for the Finance & Personnel Committee of the Governing Board of Dartington C of E Primary School

**Membership:** See Appendix for names of members, Chair and Clerk

**Quorum:** 3 Governors

**Agreed at meeting of the full governing board on:** 19<sup>th</sup> September 2018

**Review date:** September 2019

## **Withdrawal**

Any governor/trustee or associate member employed to work at the school, other than the headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor/trustee or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form. The clerk must withdraw if his or her pay or performance is being discussed.

## **Matters of Urgency**

These may be dealt with by the chair of governors, chair of the committee and headteacher and reported to the next meeting of the committee or full governing board.

## **Delegation**

Governing boards may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing board, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions. (Governance Handbook.)

## **The governing board responsibilities for finance and personnel**

The governing board has responsibility for 'Overseeing the financial performance of the school and making sure its money is well spent' (Governance Handbook). Governing boards are responsible for making sure their school's money is well spent. They should do this by making sure they have at least one governor/trustee with specific skills and experience of financial matters, and by asking questions such as:

- Are we allocating our resources in line with our strategic priorities?
- Are we making full use of all our assets and efficient use of all our financial resources?
- Are other schools buying things cheaper or getting better results with less spending per pupil?
- How can we get better value for money from our budget?
- Do we have the right staff and the right development and reward arrangements?
- What is the school's approach to implementation of pay reform and performance related pay? If appropriate, is it compliant with the most up to date version of the School Teachers' Pay and Conditions Document?

Many governors/trustees may not be familiar with looking at and understanding data. There is a large volume of data available. It is essential that every governing board have at least one governor/trustee with the skills to understand and interpret the full detail of the financial data available. These individuals should make sure that the wider governing board has a correct understanding of the school's finances. They should identify from the

data the issues that most need to be discussed. Other governors and trustees should learn from them and undertake any available training opportunities to improve their confidence and skills in looking at data.

The governing board recognises that it is accountable for the way in which resources are used and it is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing board to fulfil the responsibilities of the governing board as specifically itemised below. The committee will operate in accordance with the provisions of the Schools Financial Value Standard (SFVS) to maintain effective arrangements for the efficient deployment of school resources.

### Best Value

The governing board will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

### Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the committee and reported to the full governing board in the minutes.

R = the committee to make a **recommendation** to the full governing board, who will make the decision.

### Finance.

#### Policies and Documents delegated to this committee:

- Charging and Remissions Policy (Statutory)
- Governor Allowances / Expenses Policy (Statutory)
- Finance Policy (Statutory) – recommendations to be taken to the FGB for approval
- School's Financial Value Standard (SFVS) Return (Statutory)

#### Duties which are delegated to this committee:

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<p>In consultation with the head(teacher) and the Finance Administrator and taking into consideration:</p> <ul style="list-style-type: none"> <li>• available resources</li> <li>• sustainability of commitments</li> <li>• the school improvement plan (or school development plan)</li> <li>• forecast pupil numbers</li> <li>• anticipated contractual liabilities</li> <li>• other relevant factors</li> </ul> <p>the committee (governor) to scrutinise the formal budget plan(s) for the financial year and make recommendations to the full governing board for its approval.</p>	R
<p>To ensure the continued knowledge and understanding of governors in respect of the requirements of the Schools Financial Value Standard (SFVS) and ensure annual return is submitted.</p>	D

To ensure the establishment and maintenance of an up to date 3 - 5 year financial plan, ensuring that current data is used to inform the 3 year plan.	D
To monitor budgets for all funds under the governing boards control, including virement decisions, at least termly and to report significant variances from the anticipated position to the governing board.	D
To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Board. This will include a: <ul style="list-style-type: none"> <li>• Finance Policy</li> <li>• Charging and Remissions Policy</li> <li>• Governor Allowances / Expenses Policy</li> </ul>	R D D
To ensure the continued knowledge and understanding of governors in respect of the Schools Funding Consultation held in the Autumn term and to provide an agreed response to the consultation.	D
To monitor expenditure of any voluntary funds kept on behalf of the governing board and ensure the annual audit of these funds.	D
To make decisions in respect of service level agreements and service contracts	D
To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees.	D
To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.	D
To receive audit reports and refer key issues to the governing board. Direct the response to such reports and ensure such reports are appropriately acted upon.	D
To undertake financial benchmarking, alert the governing board to any best value implications and make recommendations to the full governing board for best practice.	D
To monitor the proper allocation of pupil premium, sports funding, CiC funding, and report to the full governing board.	D

## Personnel

### Policies and Documents delegated to this committee:

- Staff Capability Policy (Statutory)
- Staff Discipline Policy (Statutory)
- Staff Grievance Policy (Statutory)
- Pay Policy (Statutory)

- Teachers' Appraisal Policy (Statutory)
- Whistleblowing Policy (Statutory)
- Central record of recruitment and vetting (DBS) checks
- Contract of Employment for each member of staff

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In consultation with the Headteacher and giving consideration to the School Improvement Plan (School Development Plan), to review the staffing structure annually and whenever a vacancy occurs.	D
To review a Pay Policy for all members of staff, in line with Devon County HR advice and make recommendations to the full governing board.	R
To approve/recommend the policies and procedures for dealing with conduct, capability, discipline, grievance and redundancy, in line with Devon County models; and ensure that staff are informed of these.	R
To approve the Performance Management/Teacher Appraisal Policy	D
To review the training requirements of the school workforce and make recommendations.	D
To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging for consultation with unions, where appropriate.	D
To ensure that requirements for safer recruitment are in place and that there is an up to date central record of recruitment and vetting (DBS) checks held in school.	D
To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments. Ensure every member of staff has a Contract of Employment.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	D