

# PERRAN-AR-WORTHAL COMMUNITY PRIMARY SCHOOL

## Finance, Personnel & Premises Committee Terms of reference

*(these terms should be read in conjunction with the Standing Orders)*

### Membership

Membership is as agreed by the Full Governing Body within the framework set out in the Standing Orders.

### Duties delegated to this committee:

#### Financial policy and planning

- To review, and present to the FGB for approval, an annual budget ensuring resources are allocated in line with the school's strategic priorities and curriculum plans.
- To maintain a realistic three-year financial plan, which takes into account the school's vision, known risks and opportunities.
- To review, adopt and monitor the Financial Regulations and Scheme of Delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To ensure that sufficient funds are allocated for staff pay increments.

#### Financial Monitoring

- To monitor actual income and expenditure at least once a term against the approved budget
- To benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve efficiency
- To report back to each meeting of the FGB, alerting them to potential problems or significant variations to the approved budget at the earliest opportunity.
- To monitor spending of pupil premium, PE and sport premium (and other relevant premiums); ensuring that funding is spent effectively and is having the intended impact on pupil outcomes
- Subject to the local scheme of delegation, to review and approve any adjustments to the School's approved budget.
- To approve expenditure and virements of sums over the limit set out in the Financial Regulations and Scheme of Delegation— sums below this amount are delegated to the headteacher
- To undertake detailed scrutiny and recommend approval of the Schools Financial Value Standard (SFVS), and *monitor* actions identified as part of the SFVS.
- To ensure local authority financial procedures are complied with
- To receive, consider and monitor actions arising from any issues identified by a local authority audit.
- To ensure that the school follows basic procurement rules and achieves best value for money when acquiring goods and services
- To assess the school's insurance cover to ensure that it provides adequate protection against risks
- To review service level agreements.
- To ensure that non-public funds (eg school private funds), if used, are accounted for clearly.

## Personnel

- To ensure the Pay Policies meet the school's needs for the recruitment, retention and development of staff.
- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school, and keep under review the overall staffing structure in consultation with the headteacher
- To review the staffing structure of the school annually, ensuring that it meets the requirements of the school development plan and the curriculum, and is affordable
- To consider applications from staff for variation to contract (such as secondments, early retirement, leave of absence, reduced working hours and flexible working requests)
- To review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation and safer recruitment practice.
- To monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.
- To consider the report and recommendations of the Headteacher's Performance Management Group following the annual appraisal/performance management process; and determine whether or not to increase the pay of the Headteacher.
- To consider the representations from the Headteacher, in the event that they disagree with the decision about their pay award, in accordance with the appeals procedures outlined in the Pay Policy.
- In consultation with staff, to oversee any process leading to staff reductions.
- To determine dismissal payments/early retirement.

## Premises, including health & safety

*This school has a PFI contract with Mitie. It will liaise with both the Local Authority and Mitie on all matters relating to the maintenance and development of the premises and grounds.*

- To ensure that safeguarding policies, procedures and training is effective and complies with the law at all times, having regard to statutory guidance Keeping Children Safe in Education
- To ensure appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances
- monitor the completion of actions and recommendations arising from risk assessments
- To receive an annual health and safety audit report and monitor any arising actions
- To receive a regular report on accident statistics, near misses, incidents of violence or aggression
- To ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken for them
- To ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals) and a report is received identifying any issues.
- To monitor the health and safety training that staff and governors undertake
- To review the Asset Management Plan and Building Conditions Survey, as provided by Mitie.
- To consider how to maximise the use of grounds and buildings outside session time and school terms.
- As required, to prepare proposals for development of facilities for the approval of the FGB.

- In consultation with the headteacher, to oversee the implementation of any development within the constraints of the allocated budget.
- In consultation with the headteacher, to oversee premises related funding bids.

## Policies delegated to this committee

- To review, adopt and monitor all additional finance, personnel and premises-related policies identified within the school's policy review programme and in accordance with its delegated powers.

The policies and procedures delegated to the Committee to review include:

### **To approve:**

- Charging and remissions (S/1)
- Governor allowances and expenses (S/1)
- School Reserves Policy (2)
- Appraisal (Performance Management) – Teachers & Support Staff (SG/2)
- Staff Capability (S/1)
- Staff Leave of Absence (2)
- Staff Flexible Working (2)
- Support Staff Time Off In Lieu (TOIL) (2)
- Early Career Teachers (1)
- Redundancy (2)
- Premises Management (S/1)
- Lettings Policy (2)

### **To recommend for approval by FGB:**

- Financial Regulations & Schedule of Delegation (R/1)
- School Financial Value Standard (SFVS) (R/1)
- Pay Policies – Teachers & Support Staff (S/1) – adoption of LA policies
- Staff Code of Conduct (S/1)
- Staff Grievance Procedure (S/1)
- Staff Disciplinary (1)
- Health and Safety Policy, including First Aid (S/1) – adoption of LA policy
- Recruitment & Selection, including Safer Recruitment (S/2)
- Committee Terms of Reference (2)

### **To note (policies delegated to the Headteacher):**

- Use of Volunteers (2)
- Minibus (2)