YEARSLEY GROVE PRIMARY SCHOOL

TERMS OF REFERENCE FOR THE FINANCE, PREMISES & PERSONNEL COMMITTEE 2024-25

1. **COMPOSITION**

At least 3 members of the governing body with voting rights.

The governing body or the committee may appoint associate members to serve on this committee. Such members may have voting rights only as determined by the governing body and within the terms of the School Governance Roles, Procedures and Allowances Regulations 2013.

(It is suggested that this committee might informally invite one or two people with an appropriate financial background, to provide specialist support, on a non-voting basis).

2. **QUORUM**

The quorum for meeting and any vote will be three governors who are members of the committee, or more, as determined by the committee.

3. **TERMS OF REFERENCE – FINANCE & PREMISES SECTION OF THE COMMITTEE**

i) To prepare and agree a budget plan each year.

ii) To monitor the budget termly and make any in year changes.

iii) To prepare and monitor a Governors' Scheme of Financial Delegation, empowering the Headteacher and other staff to place orders and authorise expenditure within pre-determined limits.

iv) To consider and make decisions concerning any proposal involving recurring expenditure and any proposal involving non-recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.

v) To be responsible for contractual arrangements in respect of items approved by the governing body in accordance with the Council Standing Orders and Financial Regulations including the opening of tenders and decisions concerning acceptance.

vi) To consider and decide on proposals from other committees involving additional expenditure.

vii) To consider the annual accounts and audit reports in respect of non-LEA provided funds.

viii) To ensure that a Register of Governor Interests is maintained and regularly updated.

ix) To ensure that the school is managed well financially by having due regard to the Financial Management Standard and by monitoring and evaluating the School's financial performance.

x) To ensure that the school complies with the principles of Best Value when making decisions about how the school's available resources are utilised.

xi) To ensure the school improvement plan is fully costed and provides a sound basis for long term financial planning.

xii) To give consideration to the initial budget and make recommendations to the Governing Body.

xiii) To establish regular reporting procedures and make recommendations, where necessary (including virement proposals), to the Governing Body.

xiv) As part of the school's budget monitoring procedures, to review the level of balances and make appropriate recommendations to the Governing Body.

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xv) Evaluate the quality, cost and impact of all services purchased, before contracts are renewed.

xvi) To consider annual insurance requirements and make recommendations to the Governing Body.

xvii) To ensure that appropriate self evaluations and risk assessments, including use of Financial Benchmarking data, are carried out in the timely manner and are made available to SFVS assessors evaluating whether the school is meeting the Standard.

xviii) To ensure due regard for the Consistent Financial Reporting Framework so that accurate CFR returns are submitted to DFE via the LA in a timely manner.

xix) To receive the feedback from SFVS Assessors and act upon it to ensure that the school is meeting the Financial Management Standard.

xx) To receive the report of the Authority's auditors and to act upon any recommendations made therein.

xxi) Determine the school's charging and remissions policy and keep it under review.

xxii) Will have regard for the LA's guidance on all aspects of Extended Schools activities.

xxiii) Will ensure that funds delegated to the school are used for the purpose of the school and not to support Community Extended School activities.

xxiv) To carry out an annual review of the Budget Management Policy and make recommendations to the Governing Body.

xxv) To consider and make decisions on any matter involving finance or financial management referred to it by the Governing Body.

xxvi) To be responsible for determining and making decisions on the content of the annual maintenance programme, being those aspects of maintenance funded from delegated budgets.

xxvii) To be responsible for monitoring the fabric of the school premises and, within the budget provision, authorising maintenance work above the agreed budget level.

xxviii) To be responsible for determining a policy and scale of charges for the letting of the premises.

xxix) To be responsible for monitoring the performance of the cleaning, grounds maintenance and catering services.

xxx) To be responsible for caretaking arrangements.

xxxi) To agree improvements/alterations to school premises and to report to the Governing Body which shall forward proposals to the local authority if required for their consideration and approval if received.

xxxii) To draft/agree specifications for any work to the building to be undertaken by outside contractors which is funded from the delegated budget.

xxxiii) To be responsible for monitoring the security of the premises.

xxxiv) To consider requests to improve/replace furnishings within the school, within budget provision.

xxxv) To monitor the operation of the LA's Health and Safety Policy Statement as far as it affects the school in order to safeguard the health and safety of employees, pupils and visitors to the school.

xxxvi) To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible.

xxxvii) To make recommendations for updating the school development plan as it relates to the management of school premises.

4. FUNCTIONS DELEGATED TO HEADTEACHER

i) As per the Governors' Scheme of Financial Delegation.

ii) To be responsible for day to day minor repairs and maintenance.

iii) To be responsible for the arrangements for letting the school premises.

iv) To be responsible for liaison with contractors where such work is funded from the school's budget.

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v) to take such other urgent action on premises issues as is required in consultation with the Chair of the Committee, and, if appropriate, the LEA.

vi) To be responsible for the day to day health and safety arrangements in the school.

5. **FUNCTIONS RETAINED BY THE FULL GOVERNING BODY**

i) Give approval to the annual start budget, and

ii) Give consideration to school audit reports.

TERMS OF REFERENCE FOR THE PERSONNEL SECTION OF THE COMMITTEE

i) To be responsible for deciding the structure for teaching and support staff.

ii To implement variations to the agreed structure.

iii To authorise the filling of any vacancy which might arise.

iv To determine in accordance with the schools' pay policy the level of salary for new appointments to both teaching and support staff.

v To put forward proposals for consideration by the Finance Committee in connection with the budgetary process.

vi To consider applications from staff for early retirement.

vii To consider applications from staff for leave of absence outside of the Scheme adopted by the Governing Body.

viii To be responsible for appointing all staff at the school (except Headteacher and Deputy Headteachers) except where the governing body has delegated this function to the Headteacher.

ix To plan, monitor and review the teaching and support staff in-service training needs of the school.

x To be responsible for the oversight of arrangements for the deployment at the school of non-governing body employees.

xi To make recommendations for updating the school development plan on a regular basis.

(b) Pay matters

i To work to meet aims of the whole-school pay policy.

ii To ensure that the parts of the policy relating to teachers' salaries comply with the current School Teachers' Pay and Conditions Document, and that the parts of the policy relating to support staff have reference to Section 15.0 of the City of York Council's School Pay Policy.

iii To ensure that in regard to equal opportunities the requirements of legislation relating to gender, race and disability are met and to consider matters relating to age.

iv To ensure that the pay policy meets the needs of recruitment, retention and development of staff.

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v To recommend how information on vacant posts, including discretionary points, temporary and acting posts shall be made known to staff.

vi To take into account proper pay relativity between jobs within school.

vii To give recognition within the salary structure to increased responsibility, whether temporary or permanent.

viii To recommend to the governing body the criteria to be used for any discretionary points.

ix To ensure that all staff have clear job descriptions so that discretionary points can be awarded in a fair, equitable and consistent manner and that job descriptions are reviewed annually.

x To ensure that, when discretionary points are awarded, the reasons for the increase are clearly minuted, since these may be required if there is an appeal.

xi To ensure that detailed records are maintained of all matters relating to salaries, and that staff have access to their own records whenever they wish.

xii To ensure that staff are aware of the procedures for discussing their salary with the head or other appointed member of the senior management team.

xiii To ensure that staff know the procedure for making an appeal.

xiv To seek advice from the Education Department, Diocesan officers, professional organisations and unions as necessary.

xv To keep in touch with pay policies of other schools and to recommend on parity with them.

xvi To recommend to the finance committee and staffing committee the annual budget needed for salaries and to ensure that the new appointments and awards are made or revised, and that costs remain within the budget.

xvii To arrange for an annual review of the pay policy and all staff salaries, including those of the head and deputy, and for staff to be fully consulted.

xviii To ensure that every member of staff has a contract of employment.

xix To consider applications for an increase in remuneration from all staff having regard to National Conditions of Service, Local Agreements and Employment Legislation.

4 FUNCTIONS DELEGATED TO HEADTEACHER

i To authorise leave of absence for staff within the scheme adopted by the governing body (with or without pay);

ii to appoint temporary supply staff and also staff to cover the absences of permanent staff;

iii to make all the necessary arrangements for the appointment of staff which have been agreed by the committee or the governing body;

iv to approve the working of overtime; and

v to take such other urgent action on staffing issues as is required in consultation with the Chair of the Committee.

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5 FUNCTIONS RETAINED BY THE FULL GOVERNING BODY

To be responsible for the arrangements for appointing the Headteacher and Deputy Headteacher(s).

5 APPOINTMENT OF CHAIR AND CLERK FOR THE STAFFING, FINANCE & PREMISES COMMITTEE

The appointment of the Chair shall be determined by the governing body or by the committee and reviewed annually. In the absence of the school continuing it's Service Level Agreement with the City of York Council's Governance Service, the governing body shall appoint a clerk to the committee.

6 MINUTES

A written record of the meetings of the committee will be submitted to the next full governing body meeting, through the Clerk to the governing body.

7 CONVENING MEETINGS

A meeting shall be convened by the clerk under the direction of the governing body and the chair of the committee. The clerk will give every member of the committee and the Headteacher (if not a member of the committee) written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting at least seven days' clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration s/he may determine a shorter period of notice.

Date Approved:.....

Date for review:.....

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