



WKPS Finance, Staffing & Premises Committee Terms of Reference/Limits of Authority 2020 - 2021

Regulatory- general terms

The Chair and Vice Chair will be appointed on an annual basis at the Autumn meeting.

Terms of Reference for this committee should be reviewed annually and any recommendations for change be taken to the Full Governing Body (FGB)

The Committee shall follow the regulations for procedures under the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and in particular will report to FGB on a termly basis

The quorum for the Finance, Staffing and Premises Committee will be:-

The Chairperson or nominated Deputy
The Head teacher or Deputy Head
Two other members

LIMITS OF AUTHORITY for expenditure and virements

Headteacher – up to £5000
Finance Committee – £5000 to £15000
Full Governing Body – over £15000

Specific Terms of reference for this committee

Financial:

1. To agree the annual budget, taking into account the priorities of the School Development / Improvement Plan, and recommend it for approval by the full governing body
2. To establish a three year budget plan taking into account the priorities of the School Development / Improvement Plan
3. To consider a budget position statement each term and to report significant anomalies from the anticipated position to the Governing Body and ratify the budget closedown.
4. To annually review and approve the Charging and Remissions policy and the Governor's Allowance policy
5. To Approve Financial Procedures
6. To make decisions in respect of service level agreements and insurance
7. To ensure that the school operates within its Financial Procedures and any regulations of the local authority
8. To agree the school's response to the SFVS questionnaire and ensure that any proposed actions are completed
9. Reviewing reports by Internal Auditors as to the effectiveness of the financial procedures and controls and ensure that any corrective actions are completed

10. To evaluate spending to ensure the budget provides value for money in terms of raising standards of education including benchmarking against other schools
11. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and ensure that these funds are audited
12. To receive any proposed changes to the Scheme for Financing Schools; comment on these if desired; and to note any finalised changes
13. To determine whether sufficient funds are available for pay increments recommended by Staffing and Pay Committees and the Headteacher Performance Management Committee
14. The awarding of contracts by tender to a specified limit.
15. To produce and submit an analysis to the LA if the budget surplus exceeds 8%
16. Ensure allocation of Pupil Premium and PE Grant is appropriate
17. Apply for a licensed deficit if necessary

Premises:

1. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
2. To monitor and advise on Health and Safety issues and policies
3. To oversee arrangements for repairs and maintenance, including an annual walk around the buildings and grounds with the caretaker
4. To make recommendations to the Finance Committee on premises-related expenditure
5. In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
6. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
7. To establish and keep under review a Building Development Plan, Accessibility plan and any other relevant policies
8. To consider and develop Community use of the School and partnerships with Community Groups.

Staffing:

1. To review the staffing structure at least once a year and when vacancies occur.
2. To agree procedures for the appointment of school staff, in line with the current School Staffing Regulations and budget.
3. To ensure that members of staff have an appropriate job description when recruitment takes place.
4. To monitor and review all staffing policies and procedures.
5. To ensure, via reports from the headteacher, that the Appraisal policy is implemented throughout the school and that all staff are included in the system of performance review.
6. To ensure, via reports from the headteacher, that staff are receiving the appropriate Training and Development.
7. To discuss issues raised by Local Authority that relate to staffing matters
8. To attend appropriate governor training as required.
9. To report to the full governing body at each of its meetings.

The Pay Committee usually meets annually and has responsibility for:

1. Considering the headteacher's recommendations for pay progression, taking into account the outcomes of Appraisal and in the accordance with the Pay Policy .
2. Agreeing the Pay Policy on an annual basis