



**St Clare's Catholic Primary School
GOVERNORS**

Personnel, Finance & Premises Committee

TERMS OF REFERENCE

Membership

The Personnel, Finance & Premises (PF&P) Committee shall consist of not less than five governors. Membership should include the Headteacher and at least three non-employees.

Quorum

No business can be conducted unless at least three governor members of the committee are present including two governors who are not an employee of the school and at least one of whom is a Foundation Governor.

Chair

The Chair and Vice-Chair should be a non-employee of the school and elected by the full governing body.

Accountability

Each meeting of the committee must be clerked. The clerk can be the clerk to the governing body, a governor or an employee of the school, with the exception of the Headteacher of the school. Minutes will be circulated to members within seven days of the meeting. The committee will report back to the full governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for further consideration

Activities

- To deal with all financial matters, to implement the approved budget, to advise the Headteacher on matters relating to the finances of the school and to review and implement the set of Financial Regulations drawn up for the school.
- The limit of delegated responsibility from the Governing Body for decisions on expenditure will be £10,000 for the Committee and £3,000 for the Head Teacher, any sums above this amount will require the approval of the full Governing Body.
- Training requirements will be delegated to the appropriate committee with appropriate recommendations as necessary.
- To authorize expenditure within the staffing budgets, with delegated powers for day-to-day matters, including supply cover, being passed to the Headteacher.
- To monitor and implement the training needs of staff.
- To make recommendations for budget and devolved capital funding expenditure to the full governing body based on environmental surveys and plans and best value principles

- To monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money
- To ensure a member of staff responsible for Health & Safety is appointed as required and that they receive the necessary support and training in their role
- To ensure that should the premises be let for the use of external organisations that the facilities are appropriately resourced

Objectives

- to draw up the annual budget for approval by the full governing body and submission to the LEA in line with statutory guidance and timescales
- to keep under review the schools' actual financial performance compared with the budgeted performance and to take remedial action as necessary - such action to be reported to the Governing Body
- to monitor and evaluate expenditure of all monies generated by the school including grants and unofficial funds to ensure that spending provides best value and is linked to the school's agreed priorities
- to ensure that the Governing Body, Headteacher and relevant staff are managing finance in accordance with the school's Scheme of Financial Delegation & Control and the Council's Standing Orders, Financial Regulations for Schools and the School Financial Regulations and Guidance
- to comply with all the requirements of the Schools Financial Value Standard
- to provide financial information to the LEA as required and respond to recommendations made by the LEA following internal audit of the school
- to appoint independent auditors to audit unofficial funds and submit audited accounts annually to the governing body for information
- to ensure that all insurances provide adequate cover
- to maintain a Register of Pecuniary Interests of governors and members of staff with financial responsibility
- to supply relevant financial and staffing information to assist in the annual pay review
- to assist in the administering of the staffing requirements for the school in the teaching and support areas
- to approve procedures for the recruitment and appointment of staff
- to consider applications from staff for secondments or leave of absence
- to consider and approve policies regarding early retirement and redundancy
- to follow established procedures when advertising, selecting and appointing new members of staff
- to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk
- to ensure that security measures for the protection of personnel and premises are effective and make recommendations for improvement as necessary

- to ensure that the school is obtaining value for money in relation to those contracts awarded by the school and on its behalf by the LA and to liaise with the Diocese, Atkins and the LA as necessary
- to liaise with, consult with and provide information to parents and the wider community on matters relating to the environment, security, health and safety and use of community facilities as necessary

Individual Responsibilities of people involved in the Personnel, Finance & Premises Committee

The Committee determines strategic budget expenditure based on the priority areas defined within the School Development Plan and reference to the other Committees of the Governing Body.

The Headteacher oversees and manages the individual budget codes in line with the budgets determined by the PF&P Committee and approved by the Governing Body.

The Senior Administration Officer manages the day-to-day purchase ledger and reports any issues to the Headteacher.

The school uses the services of the Local Authority and a dedicated Budget Officer who oversees the school budget, liaising with the PF&P Committee and the Governing Body on a regular basis.

Appointment and Promotion of Staff below leadership group where not delegated to the Headteacher under the Staffing Regulations 2003

(Before making any appointment the governors must consider any advice from the Headteacher (except in the case of his/her successor))

1. Teaching Staff - permanent

Permanent appointments below leadership group: head with delegated members of this Committee one of whom must have successfully completed Safer Recruitment Training

2. Teaching Staff - temporary

Temporary appointments: Head with approval of Chair of Committee or Chair of Governors

3. Teaching Staff - supply

Delegated to the Headteacher

4. Internal TLR Allowances

Head in consultation with the Chair of Committee/Chair of Governors; if there are more applicants than allowances available, a panel of Head and at least 1 non-staff committee member through informal interview.

5. Support Staff

All support staff appointments except those who would be on the SMT: the Head; support staff on the SMT: the Head, Chair of Governors, Chair of this Committee and any members of this Committee. One member of the appointment panel must have successfully completed Safer Recruitment training.

Note:

Members of appointment interview panels should not include staff governors (except where

they are the line manager).

Note:

Where appointment of staff below the leadership group has been delegated by the Governing Body to the Head 1-5 will not apply, but the Head must report decisions taken under delegated powers to the Chair of Governors at their regular meetings and to the Governing Body through the Headteacher's Report.

Shortlisting

A selection panel to shortlist will include the Head and a safer recruitment trained Governor

Advertising – staff other than Headteacher /Deputy Headteacher/Assistant Headteacher

Unless the governors decide to appoint to a vacancy a person already employed to work at the school they must advertise the vacancy as they see fit.

Headteacher, Deputy Head, Assistant Head

Arrangements for the appointment for these posts to be agreed by the full Governing Body in accordance with staffing regulations (C/F Diocesan Appointments Handbook)

Policies and Procedures

The PF&P Committee is responsible for producing, approving and monitoring the application of personnel and finance related matters

Meetings

To be held at least once a term and more frequently if deemed necessary by the majority of members.

The Chairman of the PF&P Committee, in their absence the Vice-Chair, will report the work of the Committee to the regular meetings of the Governing Body.

Part 2 confidential minutes will have restricted circulation

The Committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Governing Body.

10 November 2020