

# **Salendine Nook High School Academy Governing Body**

## **Finance, Staffing and General Purposes Committee**

### **Purpose**

To provide support and challenge to the Principal and to hold him to account in relation to the use of resources to support the priorities of the school including: the school budget; the leadership of teaching and learning; the employment and development of staff and the premises.

### **Quorum**

3 Governors

### **Reporting to the Full Governing Body**

A précis of the business conducted by this committee will be communicated to the Full Governing Body by its Chair at the next Full Governing Body meeting following a committee meeting, followed by the production of minutes.

### **Committee Procedure**

- It is ultimately the responsibility of the Chair of the Committee to be aware of these Terms of Reference and to ensure that they are followed and that meetings are scheduled and agendas formulated to deal with relevant issues as they arise in the school year;
- The Chair shall encourage all members of the committee to receive appropriate training to carry out their role professionally and in line with legislation, it is the responsibility of individual committee members to obtain the required training;
- In line with our Articles of Association, Chairs and Vice Chairs of Committees will be elected at the start of each school year. Subject to the Governors as a whole being satisfied with their performance and in the interests of training and succession planning, no Chair or Vice Chair is expected to serve for more than six years before standing down.
- This committee will meet no less than 6 times in each academic year;
- In the absence of the Chair, the committee shall choose an acting Chair for that meeting from among them;
- In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number or a member of staff excluding the Principal and the Director of Finance & Resources;
- In line with Article 101, when deemed appropriate, the membership of this committee may include persons who are not Governors, provided that a majority of

members shall be Governors. The Governors may determine whether such Associate Members shall be entitled to vote;

- Any decisions taken must be determined by a majority of votes of committee members present and voting. No vote can be taken unless the majority of those present are governors;

In line with Article 101 of the Articles of Association the constitution, membership and proceedings of this committee shall be determined by the Governors and its establishment, terms of reference, constitution and membership shall be reviewed at least once in every twelve months;

- In line with Article 102 the Governors may delegate to any Governor, committee, the Principal or any other holder of executive office, such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be subject to any conditions the Governors may impose and may be revoked or altered.

## **Terms of Reference**

### **Finance**

- To oversee the longer-term 3 year strategic planning of the school's finances;
- To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities agreed by the Governing Body;
- To recommend the final accounts, annual report and annual return for approval to the full Governing Body in line with Articles 126, 127 and 128 of our Articles of Association;
- To monitor the budget, ensure accurate accounts are kept and present a report to each scheduled meeting of the Governing Body. Significant anomalies from the anticipated position will be reported to the full Governing Body;
- To oversee provisions within our Articles of Association, Funding Agreement and the Academy Trust Handbook and to ensure the school and Governing Body comply with these provisions;
- To agree the level of delegation to the Principal for the day-to-day financial management of the school;
- To monitor expenditure and ensure corrective action is taken where necessary;
- To evaluate spending to ensure the school meets the relevant statutory requirements in relation to best value;
- To monitor income and expenditure of all public funds;
- To ensure key financial decisions are properly recorded;
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body including a review of the audit report of such funds;

- To establish procedures for Governors to claim expenses and to ensure the probity of any claims made;
- To ensure a register of pecuniary and business interests for Governors and staff is kept and is open to inspection;

To monitor compliance with, review and approve / recommend approval to the Full Governing Body statutory policies pertaining to finance (see appendix). Non-statutory policies are allocated to committees, but approved at senior management level in school;

- To make decisions in respect of service agreements and contracts;
- To ensure compliance of auditing/accounting requirements as an Academy in line with our Articles of Association, Funding Agreement and the Academy Trust Handbook;

To monitor returns to Companies House and ESFA as required;

- To make decisions on expenditure following recommendations from other committees, ensuring as far as is practical, that Health and Safety issues are appropriately prioritised;
- To deal with all other aspects pertaining to Finance not detailed above.

## **Staffing**

- To make recommendations to the Governing Body on staffing levels and the leadership and management structure;
- To review the development plan arising out of the annual performance management of all staff;
- To consider the Principal's recommendations on teachers' salaries and determine levels of pay of staff in accordance with the Pay Policy;
- To monitor compliance with, review and approve / recommend approval to the Full Governing Body statutory policies pertaining to staffing (see appendix). Non-statutory policies are allocated to committees, but approved at senior management level in school;
- To ensure that DBS, Police and List 99 checks are completed satisfactorily;
- To ensure that all central record of recruitment and vetting checks are in place;
- To keep under review, staff work/life balance, working conditions and well-being, including the monitoring of absence;
- To ensure proper arrangements are in place to consider any appeal against a decision on pay issues;
- To decide matters of early retirement.

- To meet the Governing Body's responsibilities under the Disability Discrimination Act, especially in the area of employment.
- To provide, support, guidance and accountability to the Principal on all personnel matters;
- To deal with all other aspects pertaining to Staffing not detailed above.

NB: The responsibility for the recruitment and appointment of all teaching and non-teaching staff has been delegated to the Principal, except for the appointment of a Vice Principal or the Principal whose recruitment is covered by separate legislation.

## **General Purposes**

- To advise the Governing Body on priorities, including Safeguarding, Risk Assessments, Health and Safety for the maintenance and development of the school's premises including the establishment and review of the Health and Safety Policy;
- To oversee arrangements for repairs and maintenance in conjunction with the school's PPP providers;
- To make recommendations on premises-related expenditure;
- In consultation with the Principal to oversee premises-related funding bids;
- To oversee arrangements, including Health and Safety, for the use of the school premises by outside users, subject to Governing Body policy;
- To establish and keep under review a Building Development Plan in conjunction with the school's PPP providers;
- To ensure that the relevant insurances are in place as per the Academy's Financial Handbook;
- To ensure that the responsibilities of the Governing Body regarding litter, refuse & dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990 so far as it is practicable;
- Ensuring the overall effectiveness of the Governing Body by periodically using tools such as review of working practices and skills audits etc. and making recommendations to the Full Governing Body;
- To monitor compliance with, review and approve / recommend approval to the Full Governing Body statutory policies pertaining to general purposes (see appendix). Non-statutory policies are allocated to committees, but approved at senior management level in school;
- To ensure that all members of the committee receive appropriate training to carry out their role professional and in line with legislation;

## Appendix

### Policies and Procedures Connected to the Finance, Staffing and General Purposes Committee

<b>Policy</b>	<b>Stat or Non Stat</b>	<b>Needs FGB Approval</b>	<b>Review</b>
<b>Frequency</b>			
Capability of Staff	Stat	No	Annually
Charging & Remissions	Stat	No	Annually
Complaints	Stat	No	Annually
Data Protection	Stat	No	Annually
Governor Allowances	Stat	No	Annually
Health and Safety	Stat	No	Annually
Protection of Biometric Info	Stat	Yes	Annually
School Publication Scheme	Stat	No	Bi-Annual
Staff Discipline, Conduct & Grievance	Stat	Yes	Annually
Staff Grievance	Stat	Yes	Annually
Teaching Staff Pay	Stat	No	Annually
WYPF Discretionary Statement	Stat	No	Bi-Annual
Business Continuity Plan	Non Stat	No	Annually
Data Breach	Non Stat	No	B-Annual
Disclosure and Barring	Non Stat	No	Bi-Annual
Emergency Plan	Non Stat	No	Annually
Finance Manual/Handbook	Non Stat	No	Annually
Fire Safety	Non Stat	No	Annually
Induction for New Staff	Non Stat	No	Bi-Annual
Information Security for New Staff	Non Stat	No	Bi-Annual
Lone Worker	Non Stat	No	Bi-Annual
Managing Difficult Adults	Non Stat	No	Bi-Annual
Managing Violent & Abusive Visitors	Non Stat	No	Bi-Annual
PAT Testing	Non Stat	No	Bi-Annual
Reference Requests	Non Stat	No	Bi-annual
Retention Policy	Non Stat	No	Bi-Annual
Risk Management	Non Stat	No	Bi-Annual
Safer Recruitment	Non Stat	No	Bi-annual

Site Traffic Management Plan	Non Stat	No	Bi-Annual
Staff Attendance Management Plan	Non Stat	No	Bi-Annual
Staff Code of Conduct	Non Stat	No	Bi-annual
Staff Wellbeing	Non Stat	No	Bi-Annual
Subject Access Requests	Non Stat	No	Bi-Annual
Support Staff Pay	Non Stat	No	Bi-Annual
Support Staff Performance Appraisal	Non Stat	No	Bi-Annual
Teacher Appraisal	Non Stat	No	Bi-Annual
Two Way Radio Protocol	Non Stat	No	Annually
Water Testing & Legionella	Non Stat	No	Bi-Annual
Whistleblowing	Non Stat	No	Bi-Annual
Working Practices & Leave of Absence	Non Stat	No	Bi-Annual