

## **Pendragon Community Primary School**

### **Terms of Reference | People and Finance Committee**

#### **1. MEMBERSHIP**

- 1.1. The committee shall consist of not less than four governors including the headteacher (or his/her representative).
- 1.2. The committee may appoint such co-opted, non-voting members as agreed by the governing body. These members will serve in an advisory capacity and may include staff nominated by the headteacher following consultation with the committee.
- 1.3. Other members of the governing body may attend meetings of the committee and may contribute to discussions on matters under consideration.
- 1.4. Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

#### **2. QUORUM**

- 2.1. The quorum shall be at least four governors.

#### **3. MEETINGS**

- 3.1. The Committee shall meet at least once a term.
- 3.2. Members of the committee will receive at least seven days notice of every meeting and at that time will receive an agenda and any papers to be considered at the meeting (a shorter timescale may be given if the committee Chair decides that there is an urgent issue that requires immediate attention).
- 3.3. The agenda will be circulated to all governors.
- 3.4. Where there is an equality of votes for and against a particular resolution the matter will be referred to the next meeting of the full governing body.

#### **4. MINUTES**

- 4.1. All committee meetings must be minuted. These minutes will be circulated to all members of the Governing Body as soon as they have been drafted.
- 4.2. Minutes from a previous meeting will be formally agreed at the next one.

#### **5. ELECTION OF CHAIR**

- 5.1. The chair of the committee shall be elected annually at the first meeting of the Autumn term.

#### **6. TERMS OF REFERENCE - PEOPLE**

The committee will have delegated powers from the governing body to:

- 6.1. review the staffing structure in consultation with the headteacher so it is effective in delivering the priorities in the school Development Plan and improving the learning of all pupils
- 6.2. review the Pay Policy and Performance Management Policy for all categories of staff and to be responsible for its administration, implementation and review

- 6.3. oversee the appointment procedure and safer recruitment for all staff, in line with current School Staffing Regulations.
- 6.4. review all personnel policies such as performance management, grievance, induction, etc.
- 6.5. oversee the process leading to staff reductions
- 6.6. ensure that the governing body appoints at least three governors to conduct the Performance Review of the Headteacher
- 6.7. keep under review staff, work life balance, working conditions and well-being, including the monitoring of absence
- 6.8. monitor progress on the priorities in the School Development Plan
- 6.9. report to the full governing body at each of its meetings.

## **7. TERMS OF REFERENCE - FINANCE**

The committee will have delegated powers from the governing body to:

- 7.1. oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities agreed by the governing body.
- 7.2. recommend the final budget for approval to the full governing body.
- 7.3. notify the approved budget to the local authority by the agreed deadline.
- 7.4. monitor income and expenditure against budget, and ensure corrective action is taken when necessary
- 7.5. approve new contracts that exceed a value of £5,000, and virements over £5,000.
- 7.6. ensure the school adheres to the Schools Financial Value Standard.
- 7.7. oversee the longer-term strategic planning of the school's finances.
- 7.8. agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
- 7.9. evaluate spending to ensure value for money in raising standards of education.
- 7.10. approve transfer between budget headings within agreed limits i.e. virements.
- 7.11. ensure accurate accounts are kept and that key financial decisions are properly recorded
- 7.12. authorise signatories for the school bank account.
- 7.13. ensure a register of pecuniary and business interests for governors and staff with financial responsibilities is kept and is open to inspection.
- 7.14. review and approve the school's charging and remissions policy.
- 7.15. make decisions in respect of service agreements and contracts.
- 7.16. determine in each school year the sum of monies available for expenditure on salaries
- 7.17. ensure the school meets the relevant statutory requirements in place for the financial year.
- 7.18. ensure cash in school held securely.
- 7.19. ensure that appropriate financial regulations are followed carefully within the school and that any recommendations from the Audit Report are fully implemented.
- 7.20. ensure that ring-fenced funding is used for the purpose intended and that any resulting reporting required is made.

## **8. DECLARATION OF INTERESTS**

- 8.1. Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If

there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

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