

FINANCE, STAFFING AND ENVIRONMENT - TERMS OF REFERENCE

INTRODUCTION

The committee is formed under Part 3, Regulation 16 and Part 4, Regulation 20 of the School Governance (Procedures)(England) Regulations. The Committee only has certain powers delegated to it and specifically cannot have delegated to it those functions described in Part 3, Regulation 17.

The purpose of the committee is to carry out the duties and responsibilities to include staffing, appointments, parents, community and public relations. The committee will consult the Headteacher on financial and budgetary matters and to make recommendations to the Governing Body, and to assist in administering the annual budgetary process in accordance with the financial policy determined by the governors. The committee will be responsible for reporting to the Governing Body about the finances of the school, consider such financial issues as may from time to time be requested by the Governing Body, such as lettings policy, outdoor visits and the charging & remissions policies.

RESPONSIBILITIES

The committee shall have the power granted it by the full governing board to act on behalf of the full governing board and to make decisions on behalf of the full governing board in order to monitor and evaluate student progression and experience. Specifically the with regard to **Finance** the Committee will:

1. Provide information and guidance to the Governing Body on all financial matters alongside the SFVS Cycle.
2. Prepare and review statements of financial policy (short and long term) for the Governing Body's consideration, including sponsorship and commercial involvement.
3. Prepare, for the approval by the Governing Body, a draft budget for Local Authority delegated funds, and any other income or carry-forward sums
4. Monitor the budget using information provided by the Headteacher and Senior Administration Manager ensuring that the spending remains within the limits prescribed by the Governing Body.
5. Report the financial situation to the Governing Body each term, identifying options and making recommendations where opportunities or issues arise.
6. Propose for consideration and ratification by the Governing Body an appropriate level of delegation to the Headteacher for the day-to-day financial management of the school.
7. Ensure all non-public funds are audited and the results presented to the Governing Body.
8. Prepare for Governing Body approval a pay policy which meets the requirements of the Local Authority and statutory obligations.
9. Consider the suitability of any Performance Management Policy before consideration by the Governing Body.
10. Ensure the principles of best value are applied to services purchased with delegated funds.
11. Respond where appropriate to County Treasurer audit report recommendations on behalf of the Governing Body.
12. Monitor income and expenditure for all public funds for which the school is responsible, reporting as necessary to the Governing Body.
13. Hold regular formal committee meetings with agenda and minutes.
14. To review and maintain the following policies:-
 - Lettings
 - Financial Procedures
 - Charging

- DBS
- DCC Schools Scheme of Financial Management (Every 2 years)
- DCC Financial and Admin Regulations (Every 2 years)
- DCC Standing Orders on Contracts (Every 2 years)

2016/17 Financial Year

The Governing Body authorises the Headteacher to vire all income and up to £3,000 from any other budget heading with all such virements being subsequently reported to the Governing Body via the FSE Committee. The Headteacher is also allowed to spend up to £3,000 per item without prior agreement of this committee and therefore the Governing Body. All such items are subsequently to be reported to the Governing Body via the Finance, Staffing and Environment Committee.

The Governing Body authorises the committee to approve virements for action, referring these to the next Full Governing Body meeting.

Specifically the with regard to **Staffing** the Committee will:

1. To review procedures for dealing with capability, discipline and grievances and to ensure that staff are informed of them.
2. To draft and review, in consultation with staff and Local Authority, criteria for redundancy, for approval by the Governing Body.
3. To review after consultation policies on:
 - Pay – Non Teaching and Teaching
 - Performance Management
 - Recruitment
 - Performance and Development Review Policy and Guidance - Support Staff in Schools.
 - Staff Leave of Absence
 - Redundancy Policy and Procedure
 - Stress Management
 - Equal Opportunities
 - Data Protection – Freedom of Information
 - Grievance Policy and Procedure
 - Induction of Governors
 - Attendance Management
 - Capability
 - Complaints
 - Disability Equality
 - Dealing with Allegations
 - Disciplinary Procedures
 - Confidentiality
 - Reasonable force in restraining pupils
 - Health and Safety – Safeguarding (staff)
 - Attendance Management of Staff
 - Whistle-blowing Policy
 - Code of Conduct
4. To receive an annual Continued Professional Development report from the Headteacher.

5. To receive an annual Performance Management report from the Headteacher.

Specifically the with regard to Environment the Committee will:

1. To provide support and guidance to the Headteacher, on all matters relating to the school premises and grounds, security and health and safety.
2. To agree with the Headteacher a proposed order of priorities for maintenance and development, including capital projects.
3. To review and maintain the following:
 - Health and Safety Policy
 - Security
 - Lettings Policy
 - Risk Assessments
4. To prepare, implement, monitor and evaluate a Health and Safety policy in line with Health and Safety legislation on behalf of the Governing Body, reporting back.
5. To seek advice from the Local Authority, as and when appropriate.
6. To ensure that the Governing Body's responsibilities are discharged regarding litter under the Environmental Protection Act 1990.
7. To ensure that the Governing Body's responsibilities are discharged regarding safe use of the school car park, and safe traffic access on to the school site.
8. To prepare a lettings policy, with reference to Health and Safety, for the approval of the Governing Body and oversee the implementation of that policy.
9. To consider and make recommendations on risk management and insurance arrangements in regard to vandalism and other matters relating to the premises as required.
10. To prepare, implement, monitor and evaluate a school's security policy, taking recommendations from the Safety and Risk Management Group.
11. To attend relevant training.
12. To monitor the energy and water conservation.

Specifically the with regard to **Staff Appointments** the Committee will:

1. To support the Headteacher in appointing staff with the following delegation:-
 - # Job descriptions, person specifications, job advertising and short-listing are delegated to the Headteacher for all posts, except the Headteacher and Teaching Posts.
 - # For the posts of Headteacher and other teaching posts, a selection panel will be formed by the Governing Body
 - # Governors will be involved in interviews and selection for all teaching posts (whether permanent or temporary).
 - # Interview and selection of non-teaching staff is delegated to the Headteacher.

Specifically the with regard to the **Headteacher** the Committee will:

1. THE FSE Committee is responsible for the Performance Management of the Headteacher. Members of staff cannot be part of the Performance Management of the Headteacher.
2. To work with the Chair of Governors to conduct the Headteacher's Performance Management.
3. Minutes of these meetings are confidential to the Pay Committee.

Specifically the with regard to **Parents, Community, Public Relations** the Committee will:

1. To consider consultations about admissions arrangements offered by the Local Authority or other local schools, making recommendations to the Governing Body.
2. To assist the Headteacher in promoting good relationships with parents and the community, including the involvement of local business and industry.
3. To review from time to time the requirement for a publicity and marketing policy.

Specifically the with regard to **Liaison** the Committee will:

1. To liaise with the Headteacher, other Committees, the Governing Body and others as necessary and appropriate.
2. To liaise with the Governing Body Clerk to ensure that a New Governors' Induction Policy is in place. To appoint a Mentor Governor.
3. To attend relevant training.
4. To be available for Governing Body panels eg complaints/exclusions/staff discipline.

MEMBERSHIP

Membership, Quorum and Meetings: A quorum of three members of the committee is required at each meeting of which the majority are not employed by the school. Voting may not take place unless a quorum of Governor Members of the committee entitled to vote is present at the meeting.

Disqualification: Any relevant person employed to work at the school other than as the Headteacher, when the subject consideration is the performance and review of any other person employed to work at the School.

Meetings: The committee shall meet at least once a term but may meet more frequently as necessary. Seven clear days' notice must be given of a meeting; however shorter notice may be given provided that all persons entitled to attend and vote at the meeting agree to such short notice.

Clerk: Rachel Gale

Reporting: The committee shall present a report of its activity to the Full Governing Body at the next Governing Body meeting each term, to include:

- # All decisions taken under delegated powers.
- # An update on the significant financial, staffing or premises issues.

Review Arrangement: Terms of Reference and Committee Members will be reviewed annually in the summer term and approved at the first Full Governing Body meeting of the Academic Year.

PROCEEDINGS OF THE COMMITTEE

- # The clerk will circulate an agenda any other papers not less than 7 days before the date of the meeting
- # The Chair of the committee will be selected from amongst the governors members, by the Full Governing Body of governors, at their first full meeting of the academic year. Where the Chair is absent the governor members of the committee will select from among themselves a governor to act as chair for the meeting.
- # The Committee will keep minutes of its proceedings, which will be taken by the clerk to the committee and entered into the minutes of the committee. If no clerk is available the committee may select one of their number to make a record of the meeting.
- # Where a governor has any pecuniary interest, direct or indirect, in any contract or proposed contract or other matter and is present must declare this interest as soon as possible and withdraw from the meeting during consideration of the matter.