

Terms of reference for the Finance and Premises committee Brentfield Primary School

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School/Academy Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To ensure a Pay Review Committee convenes annually.

Quorum

Committees are free to determine their own quorum, but as a minimum this must be not less than three governor members of the committee.

Meetings

- The Governing body is free to determine how often the committee meets and may delegate this to the committee.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the head teacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.

- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the head teacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Local authority maintained schools: - To review, complete and submit the School Financial Value Standard (SFVS). - To undertake any remedial action identified as part of the SFVS. - To receive and act upon any issues identified by a local authority audit.
- To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.

Premises

- To provide support and guidance for the governing body and the head teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary. - The head teacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the head teacher would normally be expected to consult the committee chair at the earliest opportunity.
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Pay Review

- To meet annually to review Pay recommendations.
- To ensure all decisions are in accordance with the School Teachers Pay & Conditions document and advice is sought where necessary.

- The governing body shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff.
- **Clerking**
- The meeting of the Pay Committee should not be clerked by a governor, a member of the committee or the Heateacher.
- **Membership**
- The Pay Committee shall consist of at least three named members of the Governings Body, none of whom shall be employees.
- The Heateacher may attend all proceedings of the Pay Committee for the purpose of providing information and advice, but must withdraw when their own salary is being discussed.
- **Quorum**
- Three governors
- **Terms of Reference**
- To determine the Pay Policy for the school
- To advise the Governing Body/Finance Committee on current and future pay level.
- To ratify appropriate salary ranges and starting salaries for Lea Practitioners and members of the leadership group.
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved Pay Policy.
- To approve applications to be paid on the Upper Pay Range.
- To approve annual pay progression for the headteacher (by 31st December at the latest) taking account of the recommendation made by the Headteacher's Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required.
- To monitor and report to the full Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.