

TERMS OF REFERENCE FOR THE POLICY AND FINANCE COMMITTEE OF THE GOVERNING BODY OF

ST. JOHN'S C OF E (VA) PRIMARY SCHOOL 2021 – 2022

(also the Pay Committee)

1 Membership

- a The Policy and Finance committee will consist of:
- The Chair and Vice Chair of Governors
 - The Chair of the Curriculum, Quality and Standards Committee*
 - The Chair of the Personnel Committee*
 - The Chair of the Premises & Expansion Committee
 - The Chair of the Ethos Committee.
 - The Head Teacher and/or Deputy Head Teacher
- *(or their representative, who shall be a Governor)

There will be no co-opted non-voting members on the Policy and Finance Committee. The Deputy Head will be a voting member if an elected member of the Governing Body or attending in the place of the Head. In the event that a Chair of a committee is unable to attend the meeting they will aim to ensure that another representative from their committee attends in their place.

- b. The Chair will be the Chair of Governors, who shall not be Chair of any other committee. In the absence of the Chair the Vice Chair of the Governing Body will chair.
- c. The School Business Manager (SBM) will be invited to attend the meeting to give information on the school's budget and to answer any financial questions from the governors. The SBM will be a non-voting member who attends for the financial matters only.
- d. In the event that the Governors feel there is insufficient financial expertise within the committee, they may (if appropriate) invite the LA Financial Adviser to attend the termly meeting.

2. Quorum and meetings

- a. In order for business to proceed, 3 governor members of the Policy & Finance Committee (one of whom must be the Chair or Vice Chair of Governors) and the Head Teacher or Deputy Head Teacher need to be present.
- b. If a Chair of a sub-committee sends a representative because he/she cannot attend the meeting, the representative will have full voting rights.
- c. The Committee shall meet as necessary, but not less than once per term.
- d. The termly meeting will be held last in the cycle of committee meetings in order that matters of policy and finance referred from those other meetings can be discussed.

3. Clerk

The Clerk to the Committee will ensure that agendas and papers for each meeting are sent out seven days in advance.

4. Delegation of Responsibilities

The Governing Body delegates the following responsibilities to the Policy and Finance Committee:

4.1 Finance

1. Together with the Head Teacher and in consultation with the school's Financial Adviser, to prepare the school's budget plan for the year for approval by the full Governing Body in time for the start of the financial year.
2. To receive termly reports from the SBM, approve action when expenditure is at variance from the budget and inform the Governing Body if there is a possibility of overspending;
3. To have total responsibility for the management of the budget within the restraints below:
 - virements in excess of £10,000 between different areas of the budget to be agreed by the full governing board;
 - not to exceed the grand total of the approved annual budget.
4. To approve an individual item of non-routine expenditure above £2,000 and below £10,000. (Expenditure above this limit could only be approved by the full Governing Body.)
5. To keep under review the Governing Body's decisions on the delegation of expenditure to the Committee and the Head Teacher and to report to the Governing Body;
6. To liaise with other committees in respect of financial matters.

4.2 GDPR:

To receive regular reports on the School's compliance with GDPR regulations and ensure that systems are in place and operating well.

To ensure that regular audits are undertaken and recorded in line with agreed policies and procedures.

4.3. Staff Pay

This committee acts as the pay committee for the Governing Body to determine all pay matters in accordance with the school's Pay Policy, appointments procedure and Appraisal Policy.

Responsibilities:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions.
- To oversee the annual pay review for each member of staff, including the leadership group, based on the criteria set out in the Pay Policy.

- On the basis of recommendations from the Head Teacher, make the determination about all applications to the upper pay range.
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales.
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body.
- To recommend to the Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews.
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Governing Body, as appropriate and at least annually.
- To establish a moderation panel for staff appraisal, to quality assure and moderate the processes for pay progression. This will be the Head Teacher with the Chair of Personnel.
- To review annually trends in pay progression, including an analysis of progression across specific groups of staff.
- If appropriate, to work with the School's link advisor.
- Decisions about starting salary for members of staff (except the Head Teacher) will be delegated to the Head Teacher or selection panel as appropriate.
- In the case of a new Head Teacher appointment, the full Governing Body will determine the salary range, however the determination of the starting salary will be made by the selection panel under their delegated powers.

4.4 Arrangements and Charges for Lettings

To consider the recommendations of the Premises & Expansion Committee, and make decisions on the policy and level of charging for lettings.

4.5 Co-option of Non-voting members of Committees other than the Policy and Finance Committee

To consider nominations of committees, and approve the co-option of persons as additional non-voting members to serve on committees.

4.6 Service Level Agreements

To approve, on behalf of the Governing Body, the entering into Service Level Agreements with the LA or other agencies.

4.7 Governor Training

To make provision for Governor Training, either by the services provided by the LA and other agencies, or by school initiated conferences/courses.

5. Members' Interests

Any member of the Policy and Finance Committee who has a direct or indirect pecuniary interest in any matter which is the subject of consideration by the Policy and Finance Committee shall, at the meeting, disclose the fact, and:

- take no part in the consideration and discussion of the matter,
- withdraw from the meeting during such consideration and discussion,
- not vote on any question relating to the matter.

6. Review

These Terms of Reference are to be reviewed annually at the Autumn Term meeting of the Governing Body.

Signed.....

Date:

Autumn 2021