Black Horse Hill Infant School

Terms of Reference - Finance and Personnel Committee

Membership Not less than four named members, elected annually by the Governing Body, including the Headteacher. The Committee will have fully delegated powers in accordance with the relevant sections of the School Government (England) Regulations.

Quorum The quorum shall be two governors plus the headteacher or, if the Governing Body has agreed, his/her representative.

Chair To be elected at the first meeting in the academic year.

Voting Where appropriate, questions/proposals/decisions to be determined by a majority of votes. The Chair to have a casting vote.

Frequency The Committee shall meet once per term and otherwise as required.

Reporting Process Written minutes to be produced and agreed at the next Finance and Personnel Committee Meeting and presented at the next meeting of the full Governing Body.

Pecuniary Interest Governors should withdraw from any meeting in which they have a direct or indirect pecuniary interest. The clerk can continue to act as clerk unless his/her own appointment, pay or disciplinary action against him/her is under consideration.

Specific provision is made in the regulations in relation to certain issues, namely:

- a person paid to work at the school is not regarded as having a pecuniary interest if his/her interest is no greater than that of other persons paid to work at the school other than when sitting on those committees dealing with pay and personnel matters
- a person must withdraw and not vote on his/her own appointment, reappointment, suspension or removal as a governor, or as chair, vice-chair or clerk of the governing body;
- a person paid to work at the school, other than the Headteacher, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at the school. This does not affect general discussions about general policy;
- the Headteacher must withdraw and cannot vote in relation to their own pay or performance appraisal.

Terms of Reference

To -

- work in partnership with the headteacher to be responsible to the full Governing Body for overseeing the school's finances and resources, and ensuring adherence to the local authority's financial regulations and the school's financial policies and procedures
- monitor, review and evaluate financial aspects of the School Improvement Plan

- establish, maintain and update a three-year financial plan
- review and agree the School's Financial Policies and Procedures ensuring compliance with the Scheme for Financing Schools, the Schools' Financial Value Standard and Wirral Council's Financial Regulations
- recommend the annual budget for ratification by the full Governing Body and submission to the LA in line with statutory guidance and timescales
- determine the limits of authority and for virement between budget headings
- determine the limits of authority for headteacher, Finance and Personnel Committee & Full Governing Body
- determine the limit for the petty cash imprest account, and petty cash transactions / cheque book imprest account
- monitor the school's revenue and capital budget at each termly meeting and bring any major variations or discrepancies to the immediate attention of the Full Governing Body
- monitor and evaluate expenditure of income generated by the school, including grants and unofficial funds ensuring that spending provides best value and is linked to the school's agreed priorities
- ensure adherence to the Schools Financial Value Standard [SFVS]
- respond to the questionnaire on SFVS and submit to the Local Authority by 31 March each year
- review reports by the internal audit service on the effectiveness of the school's financial procedures and controls and ensure all recommendations are actioned promptly
- examine & monitor the School Fund / Voluntary Fund account, arrange for an annual independent audit, and submit the audit report and certificate to the Full Governing Body
- report to the Full Governing Body on the adequacy of resources [including IT provision] available to the students
- authorise and monitor the use of devolved formula capital funds
- review, monitor and advise the Full Governing Body on support services and contracts, including service level agreements, curriculum support and supply insurance cover, ensuring they are fit for purpose and deliver good value for money
- provide financial information to the LA as required
- ensure the school maintains an up to date Assets Register
- ensure the school maintains a register of interests for members of the Governing Body and members of staff
- determine the staffing structure according to the needs of the school, and make recommendations to the Full Governing Body
- consider submissions by other committees for the allocation of resources

The following terms of reference (i) to (xxvi) refer specifically to the Whole School Pay Policy.

Additional terms of reference relating to Staffing follow at point (xxvii)

The terms of reference are:-

(i) to agree the Pay Policy, after consultation has taken place with staff and their professional association or trade union representatives, and amendments made in the light of comments received, and to inform staff that the Policy has been adopted

(ii) to work to meet the aims of the Whole School Pay Policy

(iii) to ensure that the policy relating to teachers' salaries complies with statutory requirements and that policy relating to support staff takes account of national and local conditions of service

(iv) to operate within the Governing Body and statutory pay frameworks, both national and local agreements and within employment legislation ensuring compliance with the Equality Act 2010

(v) to ensure that the Pay Policy aims to meet the needs of the school to recruit, retain, develop and motivate staff

(vi) to decide how information concerning temporary and acting allowances, vacant posts and all other allowances and enhancements to salary shall be made known to staff including agency workers and those on maternity leave, adoption leave, secondment or long-term sick leave

(vii) to have regard to the need for proper pay relativity and equal pay within the school and to monitor the overall distribution of awards and the impact of the Pay Policy

(viii) to recognise, within the salary structure, increased responsibility, whether temporary or permanent

(ix) to determine the policy in relation to discretionary awards and to identify criteria to be used when discretionary awards are made. Such awards will be made in a fair, objective, open and accountable manner

(x) to ensure that the reasons for discretionary awards are clearly recorded in minutes and to determine what provision should be made in the school's budget for discretionary awards

(xi) to inform staff that discretionary payments will only be awarded at the time of the annual review of salaries, unless exceptional circumstances justify an award at another time

(xii) to determine whether recruitment and retention incentives and benefits should be offered to new or existing teachers and if so their nature, value, duration and the circumstances in which they will be paid having regard to paragraph 27 of the STPCD 2020

NB For Headteachers, Deputy Headteachers and Assistant Headteachers:

(a) They may not be awarded payments under paragraphs 27.1 to 27.2 of the 2025 STPCD other than as reimbursement of reasonably incurred housing or relocation costs.

(b) All other recruitment and retention considerations, including non-monetary benefits, must be considered when determining the pay range.

(c) Where the relevant body pays a recruitment or retention incentive or benefit awarded, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under the 2025 STPCD.

(xiii) to ensure that clear written job descriptions exist

(xiv) to ensure that detailed records are kept of all matters relating to salaries

(xv) to ensure that staff are aware of the procedures for presenting their case for review to the Finance and Personnel Committee

(xvi) to consider recommendations from the Headteacher about pay awards on the basis of the Pay Policy and the school's budget

(xvii) to ensure that the staff know the procedure whereby an appeal may be made to the Appeals Committee against pay decisions and related matters (e.g. performance management, threshold assessment)

(xviii) to agree the annual salary budget, ensuring that when new appointments and awards are made, provision is made in the school's budget

(xix) to arrange the annual review of staff salaries as required by legislation, for staff not covered by the Schools adopted Performance Appraisal process

(xx) to decide upon movement on the Upper Pay Range, based on the recommendations of the Schools adopted Performance Appraisal Reviewer and the Pay Policy

(xxi) to arrange for the annual review of the Pay Policy in full consultation with the staff

(xxii) to appoint Governors to agree performance targets and to determine the pay of the Headteacher in accordance with STPCD statutory regulations

(xxiii) to minute and report without comment or discussion to the next meeting of the full Governing Body as a confidential item decisions of the Committee in order to protect the Appeals procedure.

(xxiv) To provide formal written salary statements for all teachers and a staffing structure describing senior manager and TLR posts

(xxv) to direct the Headteacher to advise the Full Governing Body and staff that the staffing structure and organisation have been finalised for the school year following the conclusion of any appeals

(xxvi) to ensure that procedures required by the Education (School Government) Regulations 1999 (and as subsequently amended) are complied with, especially with regard to agenda and minutes

(xxvii) to recommend for adoption by the Full Governing Body policies and procedures dealing with Staffing Procedures as produced by the L.A.

(xxviii) to have regard for and support the continued professional development of all staff and governors

(xxix) to be aware of workforce reform and work / life balance

(xxx) to review relevant policies, linked to Schools Financial Value Standard.

November 2026