

GOLDINGTON ACADEMY

FINANCE AND PERSONNEL COMMITTEE

TERMS OF REFERENCE AND ANNUAL WORKPLAN

1.0 SUMMARY	
	<p>To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the responsibilities for financial and human resources and all matters related to the wellbeing of pupils, staff and visitors (including proper planning, monitoring and probity).</p> <p>To act as an Audit Committee</p> <p>To make appropriate comments and recommendations on such matters to the governing body on a regular basis. Major issues will be referred to the full governing body for ratification.</p>
2.0 MEMBERSHIP & QUORUM	
2.1	Membership of the Committee will be at least five members of the Governing Body, with a quorum of three. The Committee is to include the Principal or his/her representative. The Chair and Vice Chair are ex officio members of the committee.
2.2	The Committee will have the right to co-opt up to a further two individuals who are not members of the Governing Body, and to invite any other individual to attend and speak at all or part of any particular meeting. Such members will not have voting rights
2.3	Any employee of the school, other than the Principal or his/her representative shall be disqualified from attendance for the discussion of any item relating to the pay or performance review of any person employed to work at the school
2.4	While the Committee is acting as an audit committee, employees should not participate as members when audit matters were discussed but could remain in attendance to provide information and participate in discussions.
2.5	At the first meeting of the Committee in each school year, the Committee will elect a Chair and Vice Chair for the following 12 months from its membership.
3.0 TERMS OF REFERENCE- FINANCE	
	FREQUENCY
3.1	To consider the academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, in consultation with the Principal, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
3.2	To monitor pupil numbers and review the impact of any changes and trends for the Academy's finances, drawing any matters of significance to the governing body
3.3	To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year
3.4	To contribute to the formulation of the academy's School Improvement Plan, through the consideration of financial priorities and proposals, in consultation with the Principal, and the stated and agreed aims and objectives of the academy.
3.5	To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the School Improvement Plan.

3.6	To liaise with and receive reports from other committee, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them, including Capital expenditure.	Each meeting
3.7	To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.	Each meeting
3.8	To monitor and review accounting procedures and those for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.	Annually
3.9	To prepare the governors' annual report, financial statements and statement of internal control for filing in accordance with EFA, Companies Act and Charity Commission requirements.	Annually
3.10	To receive auditors' reports and to recommend to the full governing body action as appropriate in response to audit findings and generally, act as an Audit Committee.	Annually
3.11	To recommend to the full governing body the appointment or reappointment of the auditors of the academy.	Annually
3.12	Setting and reviewing charges for activities and for use of school premises and oversee arrangements for the use of school premises by outside users, subject to governing body policy, (including Health and Safety arrangements).	Biennially
3.13	Review and agree insurance arrangements.	Biennially
3.14	To review Asset Management Plan and make recommendations to other committees on the financial aspects relating to projected works	Annually
3.15	Making recommendations to the Governing Body on contracting arrangements, ensuring best value for money, and completing the annual best value statement and proposals for School Companies.	Termly
3.16	Review the declaration of pecuniary interests.	Each meeting
3.17	Act as an Audit Committee by considering reports from the Internal Auditor	Four times a year
3.18	Receive and consider Link Governor Reports	Each meeting (as required)
3.19	To consider the relevant sections of the Risk Register	Termly
4.0	TERMS OF REFERENCE- PERSONNEL	
4.1	Draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory requirements, national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations),	
4.2	Implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee,	
4.3	Draft and recommend for adoption a strategic staffing plan, to include succession and manpower planning and possible staff salary adjustments in line with appraisal and INSET developments, establish and regularly review personnel policies and procedures and ensure familiarisation with DFE	

	guidance
4.4	Report to the governing body on all staff matters which relate to conditions of service.
4.5	Advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
4.6	Determine and monitor the appointments procedure on behalf of the governing body.
4.7	Set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place
4.8	Delegate to the Principal all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school
4.9	Ensure that governors on the resources committee are aware of and understand those responsibilities
4.10	Ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
4.11	Comply with the appraisal regulations for teachers. ”
4.12	Ensure compliance with “Safeguarding Children and Safer Recruitment in Education’
4.13	Form a salary appeals committee when required
4.14	Form a sub group of Governors for the purposes of appraising the Principal
4.15	
	To consider the relevant sections of the Risk Register
5.0	Committee Administration
5.1	Any member with an interest in a matter for discussion should declare that at the beginning of the meeting, or as soon as the interest become apparent and shall withdraw for discussion of that item and not take part in any vote.
5.2	A clerk will take minutes of each meeting and circulate these to all governors. In general, all meetings will be no longer than 2 hours. Minutes of all meetings will be submitted to the main governing Body for consideration.
5.3	The Committee will normally meet termly and otherwise as required by the Governing Body, Chair or Principal.

7.0 ANNUAL WORKPLAN

Autumn term	Spring term	Summer term
Review committee membership (2.1) Appoint Chair (2.4) Review budget performance of restricted, unrestricted and Capital funds (3.7) Consider pupil numbers (3.2) Review insurance arrangements (biennially) (3.13) Review Audit reports (3.10)	Review budget performance of restricted, unrestricted and Capital funds(3.7) Consider pupil numbers (3.2) Contribute to formulation of the School Improvement Plan (3.4) To monitor and review accounting procedures and those for ensuring the effective implementation and operation of financial	To consider the academy's indicative funding (3.1) Receive, consider and recommend the annual budget (3.3 & 3.5) Review budget performance of restricted, unrestricted and Capital funds(3.7) Consider pupil numbers (3.2) Review and amend Finance Manual (3.8)
Liaise with and receive reports from the other committees (3.6) Monitor and review accounting procedures and those for ensuring the effective implementation and operation of financial procedures (3.8) Prepare the governors' annual report, financial statements and statement of internal control for filing in accordance with EFA, Companies Act and Charity Commission requirements (3.9) Review of Pay Review and application of policy, discuss implications of National Minimum Wage. Policy reviews:- As presented by the Business Manager	procedures (3.8) To recommend the appointment or reappointment of the auditors of the academy(3.11) Review contracting arrangements (3.14) Consider internal audit reports from the Responsible Officer (3.16) Review the Lettings Policy (including charges) and the Charges and Remissions Policy biennially (3.12) Consider any appeals against pay review proposals. Policy Review:- As presented by the Business Manager	Review and prepare best value statement (3.14) To liaise with and receive reports from other committees, (3.6) To monitor and review accounting procedures and those for ensuring the effective implementation and operation of financial procedures (3.8) Review contracting arrangements (3.14) Consider internal audit reports from the Responsible Officer (3.16) Policy Reviews:- As presented by the Business Manager
Consider Principal's pay review proposal. Policy Reviews:- As presented by the Business Manager	Policy Reviews:- Employee Benefits, Leave Of Absence, Safer Recruitment, Sickness Absence,	Commission Principal's Annual Appraisal. Policy Reviews:- As presented by the Business Manager
Receive and consider Link Governor Reports	Receive and consider Link Governor Reports	Receive and consider Link Governor Reports
Agree a programme of work		

to provide assurance on
financial risks and control

Approved by the Resources Committee on

Approved by the FGB on