

Thornleigh Salesian College

Finance, Personnel and Resources Committee

TERMS OF REFERENCE

Currently under review

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1 Introduction

The Finance, Personnel and Resources Committee has three main responsibilities:

- Finance
- Human Resources
- Premises Management and Health and Safety

Each of these functions has its own Terms of Reference, but the responsibilities will be discharged through a single meeting each term.

2 Membership

Members:	Mr M Fitzsimons (Headteacher), Mr B Broughton, Fr T Fernandes, Dr C Houghton (Chair), Mr P Hudson, Mr A Hulme, Mrs A M Parkinson and Mr M Ryan
Chair:	Dr C Houghton
Clerk:	Bolton Governance Services
Quorum:	At least three Governors

3 Finance Terms of Reference

3.1 Council's Standing Orders

Governing Bodies must follow the Council's Standing Orders for contracts; except that the decision to award contracts and limit the numbers of suppliers tendering is the responsibility of the Governing Body. This includes a requirement to assess, in advance, where relevant, the health and safety competence of contractors, taking into account the Local Authority's policies and procedures.

Any decision made by the Governing Body relating to the awarding of a contract (including reasons for limiting tenders) should be minuted in the record of the actual meeting at which the decision was taken. In general terms, governors must adopt as a minimum the following:

- a) The Local Authority has contracts in place for certain types of supply which the School may use without seeking separate quotations.
- b) For purchases of goods and services including suppliers' catalogues where appropriate, governors should, where practical, obtain three written quotations.
- c) For purchases of goods and services where the contract value is reasonably estimated to be above £15,000 at least three written quotations should be obtained.
- d) For purchases where the contract value is reasonably estimated to be above £50,000, governors can advertise for application to tender in a local journal with a reasonably wide circulation and/or in a relevant trade or professional journal or utilise a nation framework. Alternatively, the school can approach a number of suppliers (name of suppliers to be approved by the Governing Body prior to approach) with an agreed specification. Tenders should be received in sealed envelopes with no identifying marks and kept sealed until the closing date for receiving tenders. Opening of envelopes should be in accordance with or at

least as stringent as those contained in the Council's standing orders. Alternatively, electronic bids will be allowed if submitted to a specific email address which is set up to be accessed only at a specified date and time in the presence of members of the Governing Body. If timing does not permit either the Governing Body to approve the names of the supplier to be approached or the contract to be discussed in advance, the school can obtain permission via email from the Chair of the Finance, Personnel and Resources Committee and the Chair of Governors.

- e) Where the estimated expenditure of the total contract is likely to exceed EU financial thresholds then EU legislation/procedures apply. Governing Bodies are required to advertise in the OJEU (Official Journal of the European Union.) EU guidance notes can be obtained from the Corporate Procurement section. Contracts may not be split in order to circumvent the rules.
- f) In all cases governors should record in the formal minutes of a full governors or sub-committee meeting which bid, if any, has been accepted and the reasons(s) for choosing the bid. Governors need not accept the lowest tender but should have regard to their responsibility in securing value for money in respect of expenditure of public funds.

3.2 Financial Delegation Structure

3.2.1 Governing Body

- a) will determine overall financial management policy in light of the Bolton scheme for financing schools.
- b) will approve the initial and revised school spending plans.
- c) where approval by the full Governing Body of the initial/original school spending plan and the revised school spending plan by the end of June and October respectively is impracticable, the Governing Body will consider and ratify the recommendations from the Finance, Personnel and Resources Committee in relation to the initial school spending plan and the revised school spending plan.
- d) will approve the audited school fund account (account to be audited within three months from the end of the financial year).
- e) will receive and approve the Schools Financial Value Standard Report.
- f) will approve purchases of a single item, order or project above £189,330 (EU threshold)
- g) will go through a tender process, using an approved consultant, and will be reported through the Full Governing Body.
- h) will approve virement of funds above £10,000
- i) will receive termly monitoring reports
- j) will review the Committee Terms of Reference and Financial Scheme of delegation annually
- k) will review entries in the Register of Business Interest annually

- l) receive a termly report on the impact of the Pupil Premium Grant via the Care Guidance and Support Committee

3.2.2 Finance, Personnel and Resources Committee

- a) will approve purchases for a single item, order or project between the value £15,000 - £189,330 (EU threshold). However, any purchases over £50,000 must be by tender, agreed by the Finance, Personnel and Resources Committee with delegated responsibility from the Full Governing Body.
- b) will be responsible for accepting tenders in line with stated policy
- c) will review the initial spending plan to ensure it supports the priorities of the School Improvement Plan
- d) where approval of the initial/original spending plan by the full Governing Body by 30th June each year is not practicable, the Committee will approve the initial spending plan, subject to ratification by the Governing Body at its next meeting.
- e) will review the Schools Financial Value Standard Report.
- f) will review the revised spending plan, to ensure consistency with the priorities of the School Improvement Plan
- g) where approval of the revised spending plan by the full Governing Body by 31st October each year is not practicable, the Committee will approve the revised spending plan, subject to ratification by the Governing Body at its next meeting
- h) will review Local Authority Service Level Agreements for continuation annually in line with the initial school spending plan
- i) will receive regular monitoring reports and will prepare a termly report for the full Governing Body
- j) will be responsible for overseeing financial management procedures and standards and for reviewing standards and documentation in light of guidance from the Local Authority, Ofsted, Audit Commission or DfE
- k) will receive and where appropriate respond to periodic LA audit reports on the school's financial management procedures
- l) will ensure the audit of voluntary school funds for presentation to the Governing Body
- m) will review the Local Authority Scheme for Financing Schools annually
- n) will review the Internal Financial Systems and Procedures annually
- o) will review the Best Value Statement annually
- p) will conduct benchmarking comparisons with other similar schools locally and nationally annually
- q) will review and approve the Whistle-Blowing Policy
- r) will monitor the impact of the Pupil Premium Grant allocation and correlate how the funding is spent to improve the outcomes for children

3.2.3 Head Teacher

- a) will ensure that a draft spending plan and revised spending plan are prepared for submission to the Finance, Personnel and Resources Committee.
- b) will be responsible for day-to-day financial management including purchases of a single item, order or project up to £15,000 as delegated by the Governing Body
- c) will ensure that all expenditure is in support of the school spending plan
- d) will be responsible for maintaining financial management systems
- e) will be responsible for administering any further delegation

3.2.4 Deputy Head(s)

- a) Authorised to spend monies delegated by the Head Teacher in line with the school spending plan up to the value of £2,000. All orders exceeding this amount are to be authorised by the Head Teacher

3.2.5 Director of School Services

- a) will prepare the initial spending plan and the revised spending plan in consultation with the Head Teacher
- b) will be responsible for maintaining financial records and monitoring systems
- c) will prepare monthly monitoring reports for the Head Teacher
- d) authorised to spend monies delegated by the Head Teacher in line with the school spending plan up to the value of £2,000. All orders exceeding this amount are to be authorised by the Head Teacher

3.2.6 Budget Holders

- a) can spend monies delegated by the Head Teacher on their own areas of responsibility in line with the school spending plan up to the value of £2,000 with the authorisation of the Director of School Services. All orders exceeding this amount are to be authorised by the Head Teacher.

3.3 School Financial Value Standard (SFVS)

The Director of School Services will be responsible for preparing the SFVS which will be submitted to the Local Authority annually.

The Finance, Personnel and Resources Committee will be responsible for reviewing this report, which will be submitted to the full governing body for approval.

4 Human Resources (HR) Committee

4.1 Terms of reference

- a) To consider and recommend to the Governing Board and review as appropriate from time-to-time policies relating to management of staff, including the school pay and performance management policies.
- b) To determine the staffing structure in relation to the School Improvement Plan and curriculum requirements, and in the light of resources available
- c) To monitor and evaluate the staff development programme in relation to curriculum and professional development needs as identified through appraisal procedures and within the context of the School Improvement Plan; with consideration to the workload and well-being of staff, including the Head Teacher.
- d) To ensure, via the Head Teacher, that entries in the Single Central Record are maintained and updated as necessary and that the relevant safeguarding checks are undertaken for employees, volunteers and governors.
- e) At least three impartial members of the Committee to exercise delegated powers in the management and termination of employment of staff (e.g. grievance, discipline, capability, competency, employment, redundancy) within policies/procedures adopted by the Governing Board, which will be based on either the Catholic Education Service (CES) or Local Authority models, and taking into account the resources available.
- f) At least three impartial members of the Committee to exercise delegated powers in terms of the annual pay review, within the Local Authority model policies/procedures adopted by the Governing Board and taking into account the resources available. Other Governors may be invited to join the Pay Review Committee.
- g) To monitor appraisal procedures and ensure rigorous systems are in place for teachers' salary progression

4.2 Appointment Delegation Structure

4.2.1 Safer recruitment

At least one member of the appointments panel must have completed accredited safer recruitment training either via the Local Authority's tutor led modules or online via the NSPCC website

4.2.2 Head Teacher, Deputy Head Teacher and Director of School Services

All Governors who wish to attend can join the Selection Panel to agree the job description, person specification and advertisement, and to shortlist, interview and recommend an appointment to the full Governing Body. Representatives from the Trustees, Diocese and Local Authority should also be invited.

The Selection Panel will comprise of those Governors wishing to attend including Trustees, Diocesan and Local Authority representation (and Head Teacher in case of Deputy Head or Director of School Services appointment).

NB: All Head Teacher and Deputy Head Teacher appointments must be ratified at a full Governing Body meeting.

4.2.3 Appointment to Senior Leadership Team (SLT) positions

Head Teacher and one available Governor

4.2.4 Teaching staff below Deputy Head level

Head Teacher and one available Governor

4.2.5 Teaching Assistants/Non-Teaching Staff

One of Head Teacher, Deputy Head or Director of School Services and one Governor if available

5 Premises Management and Health and Safety

5.1 Terms of reference

- a) To provide guidance and assistance to the Head Teacher and Governing Board in all matters relating to premises and physical resources.
- b) To ensure frequent inspection of the premises and grounds, and to keep a record of such inspections and prepare a statement of priorities for maintenance and development, taking account of the LA's Building Condition Survey report, where appropriate.
- c) To approve the costs and arrangements for maintenance, repairs, fittings and furniture, and redecoration within the budget allocation and to oversee the preparation and implementation of building contracts.
- d) To monitor the school's compliance with Health and Safety regulations and to keep a record of all inspections, any tests that have been undertaken and actions resulting from reported accidents.
- e) To receive and consider a termly report on the testing of the school emergency procedures.
- f) To receive and consider audits of the buildings and fabric and recommend remedial action if required.
- g) To ensure any necessary liaison with the local authority, Casserly Property Management Services Department, Diocesan Property Services and Salesian Trustees, where appropriate.
- h) To monitor and review services from external providers and, where necessary, procure new services.
- i) To prepare, implement and review from time to time a lettings policy for the approval of the Governing Board.

- j) The Head Teacher is authorised to incur expenditure on day-to-day repairs and maintenance, equipment and materials within the approved spending plan.
- k) To be aware of the assets inventory and to approve any disposal of assets.

6 Ratification

Agreed by the Governing Body of Thornleigh Salesian College:

Chair of Governors:

Date:

7 Appendix – Policies

The committee will be responsible for reviewing the and approving the following policies, before ratification at full governors:

Policy name	Meeting	Frequency	Source
Early career teachers (ECTs)	Autumn	Annually	The Key
Pay Policy	Autumn	As required	Bolton LA
Protection of children’s biometric information	Autumn	Annually	School
Staff conduct	Autumn	Annually	CES
Teacher appraisal	Autumn	As required	School
Attendance - staff	Spring	As required	CES
Capability of staff	Spring	Annually	CES
Emergency Plan	Spring	Annually	The Key
Staff discipline	Spring	Annually	CES
Staff grievance	Spring	Annually	CES
Charging and remissions	Summer	Annually	The Key
Health and safety	Summer	Annually	The Key