

Human Resources (HR) Committee (to be held with Finance Committee)

<u>Members:</u>	Mr Phil McFarlane (Chair), Mr Brian Broughton, Mrs Candice Lucas, Mrs Andrea O'Callaghan (Headteacher), Mrs Anne-Marie Parkinson, Mr Tony Purcell
<u>Chair:</u>	Mr Phil McFarlane
<u>Clerk:</u>	Mrs Amy Appleyard (Bolton Governance Services)
<u>Quorum:</u>	At least three Governors

Terms of Reference:

- 1 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.
- 2 To determine the staffing structure in relation to the School Improvement Plan and curriculum requirements, and in the light of resources available
- 3 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.
- 4 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.
- 5 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 the Local Authority model policies/procedures adopted by the Governing Board, and taking into account the resources available.
- 6 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.
- 7 To monitor appraisal procedures and ensure rigorous systems are in place for teachers' salary progression.

Appointment Delegation Structure

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. There should also be representatives from the Trustees, Diocese and LA on the appointment panel for the position of Head Teacher and Deputy Head Teacher.

Head Teacher and Deputy Head Teacher

- 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*
- The Selection Panel to comprise of those Governors wishing to attend including Trustees, Diocesan and Local Authority representation (and Head Teacher in case of Deputy Head appointment).

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

Appointment to TLR (Teaching and Learning Responsibly) positions

- Head Teacher and 1 available Governor

Teaching staff below Deputy Head level

- Head Teacher and 1 available Governor

Teaching Assistants/Non-Teaching Staff

- Head Teacher and 1 available Governor

This document was ratified at the Full Governing Body meeting on 13th September 2022.

Agreed by the Governing Body of Thornleigh Salesian College:

Chair of Governors:



Date: 21.09.22

Finance Committee (to be held with Human Resources (HR) Committee)

<u>Members:</u>	Mr Phil McFarlane (Chair), Mr Brian Broughton, Mrs Candice Lucas, Mrs Andrea O'Callaghan (Headteacher), Mrs Anne-Marie Parkinson, Mr Tony Purcell
<u>Chair:</u>	Mr Phil McFarlane
<u>Clerk:</u>	Mrs Amy Appleyard (Bolton Governance Services)
<u>Quorum:</u>	At least three Governors

Terms of Reference:

2 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:

- i) The Local Authority has contracts in place for certain types of supply which the School may use without seeking separate quotations.
- ii) For purchases of goods and services including suppliers' catalogues where appropriate, governors should, where practical, obtain three written quotations.
- iii) 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
- iii) For purchases where the contract value is reasonably estimated to be above **£50,000**, governors must advertise for application to tender in a local journal with a reasonably wide circulation and/or in a relevant trade or professional journal. 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 a specified date and time in the presence of members of the Governing Body.
- iv) 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.

- v) 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.

Financial Delegation Structure

Governing Body

- will determine overall financial management policy in light of the Bolton scheme for financing schools
- 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, Resources and Personnel Committee in relation to the initial school spending plan and the revised school spending plan.
- will approve the audited school fund account (account to be audited within three months from the end of the financial year)
- will receive and approve the Schools Financial Value Standard Report.
- will approve purchases of a single item, order or project above £189,330 (EU threshold)
- will go through a tender process (an approved consultant will be appointed) and will be reported through the Full Governing Body.
- will approve virement of funds above £10,000
- will receive termly monitoring reports
- will review the Committee Terms of Reference and Financial Scheme of delegation annually
- will review entries in the Register of Business Interest annually
- receive a termly report on the impact of the Pupil Premium Grant via the Care Guidance and Support Committee

Finance, Resources and Personnel Committee

- will approve purchases for a single item, order or project between the value £75,000 - £189,330 (EU threshold). However, any purchases over £50,000 must be by tender, agreed by the Finance, Resources and Personnel Committee with delegated responsibility from the Full Governing Body.
- will approve virement of funds above £5,000 and up to £10,000
- will be responsible for accepting tenders in line with stated policy
- with the assistance of the Head Teacher will prepare initial spending plan to support the priorities of the School Improvement Plan
- 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.
- Will review the Schools Financial Value Standard Report.
- will prepare the revised spending plan, consistent with the priorities of the School Improvement Plan
- will review Local Authority Service Level Agreements for continuation annually in line with the initial school spending plan

- 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
- will receive regular monitoring reports and will prepare a termly report for the full Governing Body
- 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
- will receive and where appropriate respond to periodic LA audit reports on the school's financial management procedures
- will ensure the audit of voluntary school funds for presentation to the Governing Body
- will review the Local Authority Scheme for Financing Schools annually
- will review the Internal Financial Systems and Procedures annually
- will review the Best Value Statement annually
- will conduct benchmarking comparisons with other similar schools locally and nationally annually
- will review and approve the Whistle-Blowing Policy
- To monitor the impact of the Pupil Premium Grant allocation and correlate how the funding is spent to improve the outcomes for children

Head Teacher

- will be responsible for preparing a draft spending plan and revised spending plan for submission to the Finance, Resources and Personnel Committee.
- will be responsible for day to day financial management including purchases a single item, order or project up to £75,000 as delegated by the Governing Body. Orders over £50,000 will be advertised on The Chest and the Chair of the Finance, Resources and Personnel Committee notified.
- will ensure that all expenditure to be in support of the school spending plan
- will approve virement of funds up to £5,000
- will be responsible for maintaining financial management systems
- will be responsible for administering any further delegation

Subject Leaders

- authorised to spend monies delegated by the Head Teacher on their own subject areas in line with the school spending plan up to the value of £1,000. All orders exceeding this amount are to be authorised by the Head Teacher.

Deputy Head(s)

- will assist the Head Teacher in preparing the initial spending plan and the revised spending plan
- 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

Director of School Services

- will assist the Head Teacher in preparing the initial spending plan and the revised spending plan
- will be responsible for maintaining financial records and monitoring systems
- will prepare monthly monitoring reports for the Head Teacher
- 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

School Financial Value Standard (SFVS) & Internal Audit Requirements (IAR) - Approval Timetable

SFVS	IAR	Document	When	How Often	Approval
Q1		Governors Financial Management Competencies	Spring Term	Annually	Committee
Q2 Q3	IA Test	Committee Terms of Reference and Financial Scheme of Delegation	Autumn Term	Annually	Governing Board
Q10 Q11 Q12	IA Test	Initial/Original & Revised Spending Plan/Budget School Development Plan	Summer and Autumn Terms		Committee / Governing Board
Q4 Q13 Q16	IA Test	Spending Plan/Budget monitoring	Every Term	Termly	Committee
Q5	IA Test	Register of Business Interest	Autumn Term	Annually	Governing Board
Q6		Staff Financial Management Competencies	Spring Term	Annually	Committee
Q7		Review of Staffing Structure	Summer Term	Annually	Committee
Q8 Q9	IA Test	Appraisal reports to Governors	Teachers – Autumn Term Head Teacher – Spring Term	Annually	Committee / Governing Board
Q14		Benchmarking	Summer Term	Annually	Committee
Q20	IA Test	Implementation of Internal Audits recommendations (action plan)	As soon as possible from end of audit		Committee
Q22		Whistle Blowing Policy	Annually		Committee
Q24	IA Test	Audited Accounts of the School Fund	The Fund has to be audited 3 months from end of the financial year - annually		Governing Board
Whole Document	*	Receive report and approve SFVS	Before 31 March	Annually	Governing Board
		Scheme for Financing Schools (Financial Regulations)	Annually		Committee
		Complete the SFVS Dashboard	Annually		Committee
		Reviewing of LA SLA for continuation	Spring Term	Annually	Committee

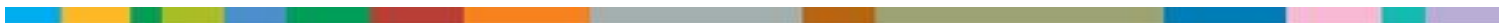
* Internal Audit (IA) will not be assessing SFVS. However the SFVS returns will be used to inform the audit programme. IA will have access to the standard, and when they conduct an audit they can check whether the self-assessment is in line with their judgement. IA will make the Governing Board and the LA aware of any major discrepancies in judgements.

This document was ratified at the Full Governing Body meeting on 13th September 2022.

Agreed by the Governing Body of Thornleigh Salesian College:

Chair of Governors: *P. McFarlane*

Date: 21.09.22



Pay Review Committee

<u>Members:</u>	Mr Phil McFarlane, Mrs Anne-Marie Parkinson, Mr Tony Purcell, Mrs Carol Yates
<u>Committee</u>	To be appointed by Committee
<u>Chair:</u>	
<u>Clerk:</u>	Mrs Amy Appleyard (Bolton Governance Services)
<u>Quorum:</u>	At least three Governors

Terms of Reference:

- 1) To exercise delegated powers in terms of the annual pay review, within the Local Authority model policies/procedures adopted by the Governing Body and taking into account the resources available.
- 2) To monitor appraisal procedures and ensure rigorous systems are in place for teachers' salary progress

This document was ratified at the Full Governing Body meeting on 13th September 2022.

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Chair of Governors:



Date: 21.09.22