



**CHILTERN WOOD SCHOOL
FINANCE, HUMAN RESOURCES & PAY REVIEW COMMITTEE
TERMS OF REFERENCE 2017-18**

CONSTITUTION:

The Membership of the Committee, and the clerk, will be as per the agreed membership grid. Please note that the Headteacher cannot clerk a committee, nor can the Chair of this Committee or the Chairman of the Governing Body.

A quorum will be at least *FOUR* Governors. (NB – Associate Members do not count towards the quorum).

The Chairman of the Committee will be elected by a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.

Associate members do not have voting rights.

No.	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Suggested Term
1.	Staffing Structure	Determine the staff complement: Ensure staffing meets school and curriculum requirements.	Annual Review and as required	Headteacher	Autumn Term
2.	Recruitment	Ensure that Safer Recruitment Practices are followed.	As required	Headteacher	
3.		Determine appointment procedures for Deputy and Assistant Headteacher posts.	As required	Headteacher	
4.		Determine the appointment procedures for the Headteacher.	As required	Committee	
5.		Ensure compliance with guidelines for NQTs.	As required	Headteacher	

	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Term of Review
6.		Support the recruitment of staff at the request of the Headteacher.	As required	Committee	
7.	Equal Opportunities	Receive reports demonstrating that equal opportunities have been considered for personnel functions.	As required	Headteacher	
8.	Leave of Absence	Receive a report of Leave of Absences approved by the Headteacher. Approve discretionary leave of absence in line with the policy previously agreed by the GB.	Half-termly	Headteacher	
9.	Performance Management	Annual report on appraisal process to include: <ul style="list-style-type: none"> • evaluation and outcome of appraisal process. • review of objectives – ensure they are linked to the SDP and reflected appropriately in all staff objectives. All Governors need to understand that the process is fair, objective and robust.	Annual	Headteacher	Autumn Term
10.		Monitor mid-year position to ensure– Monitoring of the quality of teaching based on a range of qualitative and quantitative data CPD and development opportunities Support for staff to enable them to achieve objectives	Annual	Headteacher	Spring – Mid-year position
11.		Receive report to ensure that Objectives are: <ul style="list-style-type: none"> • Aligned to SDP. • Process is robust, open, consistent and fair. 	Start of appraisal cycle	Headteacher	Autumn Term
12.	Retirement	Receive and determine applications for premature retirement taking advice from HR provider.	As required	Headteacher	

	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Term of Review
13.	Pay	Determine the school group size using the current School Teachers' Pay and Conditions Document (STCPD)	On Headteacher recruitment and as required	Committee	
14.		Recommend the pay range for the Headteacher.	On Headteacher recruitment and as required	Committee in liaison with LA	
15.		Ensure pay ranges for the leadership group conform with the guidance in the STPCD.	Review as required	Committee	
16.	Pay Reviews and Performance	Salary review to; <ul style="list-style-type: none"> • understand the profile of the school. • ensure salaries reflect staff responsibilities and contribution. • understand the scope for progression and impact on budget. 	Annual Review	Headteacher/	Summer Term
17.		Approve pay recommendations and: <ul style="list-style-type: none"> • ensure appraisal policy applied fairly and is reviewed as required. • ensure recommendations are demonstrably evidence based. • ensure recommendations can be justified if challenged. • approve evidence based threshold applications. • approve leadership pay. 	End of appraisal cycle	Headteacher	Autumn Term

	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Term of Review
18.	Financial Planning	<p>Prepare the annual financial plan for ratification by the FGB taking account of:</p> <ul style="list-style-type: none"> • Implications of implementing the SDP. • Priorities determined by other committees. • The 3 Year Medium Term Financial Plan (to include forecasting of future rolls and expected income levels including Sports and Pupil Premium Funding and Universal Infant Free School Meals) • Consideration of use of surplus brought forward balances • DFCG. • Purchasing decisions. • Provision of extended services. • Staffing structure and associated salaries including liaising with relevant Committee. • financial planning should include a statement of consideration showing both cumulative and in-year surpluses and deficits, along with an indication of the spending rate of any reserves, with a requirement to apply for a licensed deficit with the Local Authority (LA), if appropriate 	Annually	<p>School Business Manager (SBM)/ Headteacher</p> <p>In accordance with School Teachers Pay & Conditions Document</p>	<p>Spring – Indicative Draft Spring - Final Draft</p> <p>FGB Spring term</p>
19.	Financial Delegations	Recommend to the Full Governing Body the School's Financial Procedures Manual including the Scheme of Financial Delegation (Appendix A) which includes the Award of Contracts	Annually	SBM / Committee	Autumn FGB
20.		Write off debts or inventory items under £1,000 (amounts above this approved by the LA, Section 151 Officer).	As required	Committee	
21.		To have authority to vire between headings during the financial year as need arises, providing this does not result in any overspend at the end of the financial year. The virement limits as set out in the Scheme of Delegation (Appendix A of the School's Financial Procedures Manual) .	As required	Committee	As required

	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Term of Review
22.	Financial Management	Ensure compliance with BCC Schools Financial Framework that ensures effective and appropriate systems of Financial Control are in place.	Ongoing	SBM	
23.		Review and approve Financial Procedures Manual	Annually	SBM/ Headteacher/ Committee	Autumn FGB
24.		Receive and review and challenge Monthly Summary/ CFR Reports/ SBM Report: <ul style="list-style-type: none"> • The report should show actual and committed expenditure and income with an outturn forecast and recommend corrective/remedial action where significant variances from planned income/expenditure arise. • Committee to approve changes. • Report back to FGB at termly meetings 	Termly as per LA timetable	SBM	Termly SBM / Headteacher/ Committee
25.		Ensure effective and appropriate systems of Financial Control are in place.	Ongoing	SBM/ Headteacher	
26.		Benchmarking of key expenditure – identify and address variances.	Minimum at least annually	SBM/ Headteacher	Summer
27.		Capital expenditure: <ul style="list-style-type: none"> • Identify and approve expenditure on capital projects - PRIOR to expenditure taking place • Monitor capital expenditure 	As Required – Termly	SBM/ Headteacher	As required / Termly
28.		Year End: <ul style="list-style-type: none"> • Accounts to be finalised. • Outturn position reviewed. • Impact of financial decisions considered to inform financial planning. 	Annually	SBM/ Headteacher	Spring

	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Term of Review
29.		<ul style="list-style-type: none"> Ensure Audit/Independent Examination Review and confirm signatories and trustees. Registration with Charities Commission if appropriate. 	Annually (within 6 months of year-end)	SBM/ Headteacher	Presentation of signed Audit/Examination Certificate to FGB
30.		<p>Extended Services: (liaise with Extended Services, Safeguarding & Premises Committee)</p> <ul style="list-style-type: none"> Ensure sound financial controls and monitoring arrangements are in place. Ensure statutory and legal responsibilities are met. Review expenditure, value added and future requirements. 	Ongoing Ongoing Annual	SBM/ Headteacher	Annual review spring term to inform planning.
31.	Audit / SFVS	Complete the annual SFVS for submission to the Finance Helpdesk by July 2018 for presentation to the full governing board and agreement, followed by submission to the Local Authority.	Annually	SBM/ Headteacher	In line with school submission date as published by the LA
32.		Address issues arising from the SFVS.	Meeting after submission.		
33.		Monitor and ensure Audit Recommendations are reviewed at each meeting and implemented.	Ongoing/ Post-Audit	SBM/ Headteacher	
34.		<p>To consider the following (in addition to other items identified elsewhere)</p> <ul style="list-style-type: none"> Review by members of the Committee and the Chair of Governors of the Financial Management Competencies Matrix for School Governors (SFVS Q1) Annual review and approval of the Business Continuity Plan SFVS Q25 	Annually Annually	SBM/ Headteacher/ Committee SBM/ Headteacher/ Committee	Summer Summer

	SUBJECT AREA	ACTION	FREQUENCY	Report by:	Term of Review
35.	Contract Management	Contracting arrangements to comply with the BCC Schools Financial Framework – Standing Orders Relating to Contracts <ul style="list-style-type: none"> • Correct number of Quotes obtained relevant to financial limits. • Written Authority for Staff. • Evaluation in accordance with award criteria. • Contracts awarded in accordance with scheme of delegation • Contracts written and signed in accordance with scheme of delegation 	As Required		
36.		Contracts/Leases: <ul style="list-style-type: none"> • Ensure contracts comply with Business Continuity Plan. • Consider new or amended contracts. • Review all contracts. 	Termly Annually	SBM/ Headteacher	Termly Summer
37.	Policies	Monitor, review and approve policies allocated to the committee in the school's policy review schedule.	As specified in the schedule	Headteacher/ Committee	
38.		Ensure changes to policies notified through School's Bulletin are implemented.	Termly	Headteacher/ Committee	FGB
39.	Review	Contribute to a robust School Self Evaluation Process, to include Governance, monitoring progress and ensuring actions are reflected in the SDP to secure improvement.	Termly	Governors	FGB
40.	Minutes	Minutes (with decisions and action points) will be taken at each meeting and circulated promptly to all members of the Governing Body according to the Standard Operating Procedures.	Termly	Chair of Committee / Clerk	