



**St. Nicholas and St. Laurence CE Primary School**  
**People, Finance and Environment Committee**  
**Terms of Reference – 2019/2020**

**1. Purpose of the Committee**

To provide clear strategic direction, leadership support and effective oversight in the following areas:-

- Financial planning and monitoring of the school budget;
- Staff welfare, appointments and discipline;
- School environment

The Committee will be responsible for preparing, approving and monitoring statements of financial policy. This will include the school financial procedures policy.

**1.2. Membership**

The committee's membership is that as laid down by the Governing Body. This consists of the Chair's of the committee, the Headteacher, the Chair of Governors and any other governor that the Governing Body nominates.

**1.3. Elections**

The Chair and Clerk will be appointed by the Governing Body. The Vice Chair will be appointed from and by the membership of the Committee.

**1.4. Co-opted Members**

The Committee, subject to Governing Body approval, may choose co-options to the Committee as non-voting members.

**1.5. Quorum**

The Committee shall not be quorate unless three members of the Committee are present.

### **1.6. Voting**

Only Governor members of the Committee shall be entitled to vote. The Chair will have a casting vote.

### **1.7 Minutes**

Minutes of the meeting will record the names of those attending, the time and place of the meeting and the decisions/recommendations that are made.

The minutes will be circulated to all Governors on the Committee within two weeks of the meeting. Minutes will be circulated to all Governors with the agenda of the next full Governing Body meeting. All meetings are to be clerked by the Clerk to the Governors.

### **1.8. Vested Interest**

Anyone with a vested interest must declare this to the committee as soon as the Agenda is set and distributed.

### **1.9. Meetings**

The Committee will meet at least once per half term.

### **1.10. Review of the Terms of Reference**

The Terms of Reference will be reviewed and renewed annually at the first committee meeting in each academic year. This will be then approved by the Full Governing Body.

### **1.11. Delegated Powers and Responsibilities**

Financial responsibility is delegated by the governors as follows:

The following budgets are delegated to the Headteacher:-

- Capitation
- Pupil Premium
- Sports Premium
- Supply teaching
- Support staff
- Midday supervision
- Cleaning/caretaking

Also, the Headteacher retains responsibility for administering the schools cheque accounts in accordance with the guidelines laid down by the LA and with governors' policy.

## **2. Financial Planning and Monitoring of the School Budget**

<sup>1</sup>Governors are responsible for making sure their school's money is well spent and by focusing on the following key questions:-

- Are we allocating our resources in line with strategic priorities?
- Are we making full use of all of our assets and efficient use of all of our financial resources?
- Are other schools buying things cheaper or getting better results with less spending per pupil?
- How can we get better value for money from our budget?

### **2.1. The Budgetary Process**

The annual budgetary cycle involves four stages: forecasting, formulation, implementation and assessment.

The purpose of the committee is:-

- To enable the aims of the school, with priorities determined in a School Development Plan, to be achieved as far as possible within the constraints of the budget
- To help to highlight financial opportunities or constraints that will affect the achievement of those aims
- To provide effective management and control of the financial resources of the school

### **2.2. Forecasting**

The committee will produce forecasts of future trends so that opportunities for increased spending or the need for savings can be identified and planned for early. Forecasts at least one year in advance should be reported to the governors in the Spring Term, and updated as information becomes available.

### **2.3. Formulation**

The committee will formulate a draft budget for the next financial year, based on the LA's provisional statement of School Budgetary Share, for presentation to the Governing Body in the Spring Term. The process will include the assessment of all other income.

In formulating expenditure, the committee will consider the School Improvement Plan and liaise with the Headteacher and with other committees on spending priorities and plans. When final figures are available from the LA the committee will produce a final budget to be presented to the governors during the Summer Term.

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<sup>1</sup> DfE Governors Handbook – March 2019

#### **2.4. Implementation**

The committee will monitor expenditure during the year. Financial statements, with comparisons and explanations of variances for the budget will be presented to the governors once a term and at other times as necessary.

#### **2.5. Assessment**

The committee will present an end of year statement to the governors as soon as possible after the end of the year statement from the LA. The statement will show the planned and actual expenditure patterns and include an assessment of how well spending matched the aims and priorities of the school. If necessary the report will make recommendations on any variations needed in the current year's budget.

#### **2.6. Schools Financial Value Standard (SFVS)**

The Committee will be responsible for carrying out the annual SFVS assessment and reporting to the Full Governing Body on the findings. This is a mandatory self-assessment process on the financial management of the school.

Once ratified by the Governing Body the SFVS is submitted to the Local Authority to inform their programme of financial audit and assessment.

#### **2.7. Benchmarking Report**

The committee will discuss an annual benchmarking report and ensure Best Value principles apply.

#### **2.8. Virements**

The committee will approve virements and respond appropriately to any audit reports recommendations.

#### **2.9. Non-public funds**

The committee will audit and approve all non-public funds.

#### **2.10. Inventory**

The committee will audit and approve the entire school equipment inventory.

#### **2.11. The voluntary aided school capita funding (granted by the Diocese)**

The committee will agree and monitor the voluntary aided school capita funding.

#### **2.12. PP and Sports Premium funding**

The committee will monitor the pupil premium and sports premium funding.

### **3. Staff Welfare, Appointments and Discipline**

#### **3.1. Staffing**

- To monitor staff welfare and receive reports from the Headteacher levels of sickness and absence in the workplace
- To monitor and review compliance with the statutory guidance and procedures relating to complaints and/or grievances
- To monitor the management of pay and progression policies and to act as the review body for any staff referrals or grievances
- To review the performance of the Headteacher as and when required by statutory instruments
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#### **3.2. Appointments**

- To review the staffing structure whenever a vacancy occurs, and at least annually, in relation to the School Development Plan.
- The Governing Body delegates the appointment of all casual, temporary or short-term appointments of staff to the Head Teacher

### **4.0. School Environment**

#### **4.1. Asset Management and Financial Probity**

- To monitor the school's asset management plan and review priorities for on-going and planned maintenance and development.
- To receive regular reports on the progress of major capital works being conducted on the school grounds.
- To monitor and review expenditure on the school buildings and grounds and ensure that opportunities for additional funding and financial support is being considered.
- To ensure service contracts for building inspection and maintenance are subject to regular monitoring and review.
- To monitor and review the provision of ICT services in the school ensuring that we are securing the most cost effective contracts and are providing the best solution for and on behalf of the pupils and other key stakeholders.

The Headteacher can authorise spending on building related issues up to £2,000 without having to seek authority.

Good practice will ensure that at least three quotations are obtained and any expenditure in excess of £3000 will require the consent of the full governing body.

The committee will inspect the premises at least annually and present an environmental report to the Full Governing Body every term.

#### **4.2. Health and Safety**

The Headteacher is responsible for Health and Safety in the school and for implementing the Health and Safety policy.

Governors are responsible for monitoring and reviewing the policy ensuring that health and safety measures comply with the latest statutory guidance.

The committee are responsible for monitoring and reviewing the following policies linked to health and safety in the workplace:-

- Accident Reporting
- Administration of Drugs
- Driving At Work
- Fire Safety
- First Aid
- Health and Safety
- Lettings
- Lone Working
- Manual Handling

It is also a responsibility of the committee to undertake a review of the following procedures:-

- Register of fire drills and alarm testing
- Safety inspection registers
- Monitor accident reporting procedures (no compromise of confidentiality, date of last entry only need be observed, register annotated as such. Safeguarding Governor to inspect register)
- Monitor near miss register
- Risk assessments which include fire risk assessments

These terms of reference were agreed on the 25/9/19 by the People, Finance and Environment Committee and will be reviewed in the Autumn Term 2020