



Terms of Reference for the Personnel and Finance Committee (P&F)

Membership

1. The membership shall consist of up to seven members of the Governing Body.
2. The Chair and Vice Chair of the Committee will be elected from among the Governors on the Committee at the first meeting of the school year.
3. The Headteacher will be an ex-officio member of the Committee and will exercise discretion to opt to be a voting or non-voting member. In the absence of the Head the Deputy Head will exercise this authority.

Procedure

1. Voting will be by a simple majority, the Chair having the right to a casting vote where necessary.
2. A quorum will be 3 members of the Governing Body.
3. Any member who is absent from 3 consecutive meetings without explanation will be deemed to have resigned.
4. All decisions made by P&F will take account of advice from the Headteacher. The Head may not provide advice however in connection with his/her own pay, suspension or dismissal or in connection with his/her suspected financial irregularity or in connection with headteacher appointments.

Terms of Reference

1. To advise the Governing Body on personnel and financial strategy and policy within the resources available, in order to support the implementation of the School Improvement Plan.
2. To recommend the annual budget to the Governing Body including the delegation of budget responsibilities to budget managers. The first formal budget plan of each financial year must be approved by the full Governing Body.
3. To monitor and review the budget and to authorise budget changes and virements during the year. All virements are reported to P&F as part of the financial statements. Authority is delegated to P&F to approve budget virements in excess of 5% of the cost centre budget. Authority is delegated to the Headteacher to approve budget virements up to 5% of the cost centre budget. Virements may be retrospective, as detailed in the Finance Manual.
4. To advise the Governors and keep under review policies relating to the employment, recruitment, selection, appointment and review of all staff, always bearing in mind the commitment, wherever possible, to ensuring the continuity of employment of present staff.
5. To advise the Governors and keep under review policies relating to grievance, discipline, remuneration and terms and conditions of the employment of all staff.
6. To establish, implement and review annually a performance management policy with advice from the Headteacher.
7. To receive, consider and make recommendations to the Governing Body on the overall staff provision of the school, including the management structure.

Authority is delegated to the headteacher for the appointment of staff and changes to the hours of part time staff as follows: to cover maternity leave, sickness and other absence; to make straightforward replacements of staff to cover the existing timetable or existing responsibilities; to make appointments for September to maintain the same ratio of staff to students where student numbers are changing significantly.

Authority is delegated to P&F with advice from the Head for the approval of new posts and roles whether permanent or temporary. Authority is delegated to P&F with advice from the Head for the approval of pay discretions. The Headteacher may not advise on his/her own pay.

8. To receive regular reports on the school's income and expenditure, showing a comparison of these against the annual budget. The monitoring of monthly income and expenditure is delegated to the Headteacher.
9. Generally to advise on the provision of resources and services to the school and, in particular, to undertake the setting up of contracts for a variety of services as determined by the Governing Body and to consider, where appropriate, the substitution of in-house services and to advise the Governing Body accordingly.

Authority is delegated to the Headteacher for purchase orders, invoices and contracts up to £10,000. This means that orders and invoices less than £5,000 may be approved by a cost centre budget-holder within school as long as this is within the cost centre budget. Orders and invoices between £5,000 and £10,000 may be approved by a cost centre budget-holder within school as long as this is within the cost centre budget, but must also be signed by the Headteacher. Contracts which exceed one year should be approved by the Headteacher.

Authority is delegated to the Headteacher subject to the approval of the Chair of P&F for items between £10,000 and £15,000. The Chair of P&F may decide to refer the spending to the full P&F committee for approval. This means that orders, invoices and contracts which are between £10,000 and £15,000 must be approved by the cost centre budget-holder within school, the Headteacher and the Chair of P&F. Retrospective approval should be minuted by P&F Committee.

Authority is delegated to P&F for items between £15,000 and £30,000. This means that orders, invoices and contracts must be approved by the cost-centre budget-holder within school and the Headteacher, and that approval should be minuted by P&F Committee in advance of the purchase. However, where the work or supply is of a specialist nature, or the timescale for spending the money is short, then alternative procurement methods may be identified in accordance with Standing Order 2:

“Any requirement of these Standing Orders may be waived by the Governors only where they are satisfied that there are special circumstances justifying exemption and such exemption shall be recorded in the Minutes.”
Where time is short, a decision may be made by the Headteacher and Chair of Governors jointly, and the action reported back to P&F Committee for ratification.

Any purchase in excess of £30,000 should be approved by the full Governing Body. This means that orders, invoices and contracts must be approved by the cost-centre budget-holder within school and the Headteacher, and that approval should be minuted by the full Governing Body, in advance of the purchase, where possible.

Financial limits	Purchase orders and invoices need to be approved by:
£0 - £4,999	Cost centre budget-holder and Accountant
£5,000 - £9,999	Cost centre budget-holder, Headteacher and Accountant
£10,000 - £14,999	Cost centre budget-holder, Headteacher and Accountant plus either: approval of Chair of P&F with retrospective approval from P&F; or prior approval of P&F; (decision at discretion of Chair of P&F)
£15,000 - £29,999	Cost centre budget-holder, Headteacher and Accountant plus prior approval of P&F
£30,000 plus	Cost centre budget-holder, Headteacher and Accountant plus prior approval of FGB

Authority is delegated to the headteacher for the authorisation of examination fee invoices and public utility bills, and for the negotiation of gas, electricity, insurance, payroll and personnel advice contracts.

The authority to make payments is delegated to the Headteacher.

The authority to write off debts under £100 is delegated to the Headteacher.

10. To advise the Governing Body on the Charging Policy published annually and to set charges for lettings, the school canteen and other services provided by the school.
11. To approve the school's regulations for the supervision and control of financial procedures, accounts, income and expenditure of the school together with such related matters as is considered necessary and desirable, and to review them from time to time.
12. To receive Internal Audit Reports and the report of the Private School Fund Independent Examiner and to review and monitor the progress of any action plan to ensure that progress against agreed actions is achieved within set timescales.
13. To advise the Governing Body on the discharge of their financial responsibilities
 - the efficient, economical and effective management of resources and expenditure, including funds, capital assets, equipment and staff;
 - the introduction and maintenance of sound internal financial controls; and
 - ensuring that financial considerations are taken into account in reaching decisions and in their execution.
14. To monitor the discharge of the schools responsibilities under the FOIA and receive reports from the Head Teacher about any requests and disclosures made under the Act.
15. To investigate suspected financial irregularities where the Headteacher is suspected. This responsibility is delegated to the Headteacher where others are suspected.
16. The committee will consider and approve Personnel & Finance Policies. The committee will report this work to the Full Governing Body via the minutes. Where there is a statutory requirement for a policy to be formally approved by the Full Governing Body, the committee will consider and recommend the policy to the Full Governing Body for approval.

Approved at Full Governors 5 July 2018