

CHIDHAM PAROCHIAL PRIMARY SCHOOL
Health and Safety, Finance, Pay and Personnel Committee
Terms of Reference 2017-18

- Membership:** The committee shall consist of not less than 6 governors including the Headteacher and at least two non-employees 2. The Finance Committee may co-opt any other suitably qualified person to act in an advisory capacity.
- Quorum:** 3 governors including at least 2 governors who are not employees of the school.
- Meetings:** At least once per term prior to the Full Governing Body (F.G.B.) meeting. Special meetings will be convened as required.
- Chair:** Non-employee to be elected by the Full Governing Body. Duties will include notifying the Committee members of any meeting to be held and providing all with i) an agenda after consultation with the Headteacher ii) ensure key decisions are properly recorded.
- Accountability:** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration
- Purpose statement:** To ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget.

Terms of Reference:

The F.G.B. of Chidham School delegate to the Finance Committee the responsibility to:

1. to oversee the longer-term strategic planning of the school's finances and to prepare a draft budget for approval by the F.G.B. based on the priorities of the School's Development Plan.
2. to agree the level of delegation to the Headteacher for the day to day financial management of the school in conjunction with the scheme of delegation.
3. to monitor income and expenditure of the budget to ensure value for money and ensure corrective action where necessary.
4. to approve transfer between budget headings (virements) within agreed limits.
5. to authorise signatories for the school bank account for notification to the County Treasurer.
6. to arrange audit of the non-L.A. funds received.
7. to respond to any issues arising from the audit of the school's accounts.
8. to prepare information concerning the school's financial summary annually and provide a finance statement.
9. to authorise financial commitment up to F.G.B. agreed limits.
10. to review/monitor policy/procedures concerning Governor expenses.
11. to notify the approved budget to the L.A. by the agreed deadline.
12. to agree the level of delegation to the headteacher for the day-to-day financial management of the school.
13. to monitor expenditure, ensure accurate accounts are kept and ensure corrective action is taken where necessary.
14. to authorise signatories for the school bank account for notification to the County Treasurer.
15. to liaise with the Premises committee in making decisions in respect of service agreements and contracts.
16. To establish procedures for governors to claim expenses.

PAY POLICY

The F.G.B. delegate to the Finance, Pay & Personnel committee powers to make the following decisions:

1. to achieve the aims of the school pay policy in a fair and equal manner.
2. to apply the criteria as set by the school pay policy.
3. to observe all statutory and contractual obligations.
4. to recommend to the Governors the pay element of the annual budget.

5. to keep abreast of relevant developments and review annually the school pay policy.
6. to establish the criteria for performance review and performance related pay, which may lead to the award of any discretionary points for the teaching staff.
7. to review the salaries of teachers each year and give notification in writing of the basis on which their place on the existing spine has been determined. This may include a decision not to award incremental points.

Performance Objectives: *If the Headteacher and Committee cannot agree the Headteacher's performance objectives, the Committee, on behalf of the Governing Body has the power to set them. In these circumstances, the Headteacher may submit to the Governing Body a written statement of reasons why s/he cannot agree to the performance objectives set.*

Anyone employed at the school, other than the Head teacher, must withdraw from a meeting of the committee during any consideration or discussion of the pay or performance appraisal of any individual working within the school.

Confidentiality: *Decisions of the committee on pay must be taken in private, confidentially minuted, and reported without comment or discussion to the next meeting of the Governing Body as a confidential item. This is in order to ensure that any possible appeal is not prejudiced. The Clerk to the Governors will notify in writing to the individual concerned, the Head teacher and the L.E.A. if appropriate. The individual concerned will be advised of his/ her right of appeal.*

Appeal

In the event of an appeal the F.G.B. will convene an Appeal Panel comprised of three governors who were not involved in the original decision. The panel must meet within ten working days of the receipt of the appeal notice. An appellant has the right to see all relevant papers and be accompanied/ represented by a friend or trade union / professional association representative. The decision of the Appeal Panel will be final.

Health and Safety and PERSONNEL

1. to ensure that the appropriate personnel policy and procedures, as detailed in the West Sussex Schools' Personnel Manual, are followed.
2. to review/monitor annually a policy statement on staff consultation for the governing body's approval and undertake any formal consultation.
3. to review/monitor and recommend for adoption the procedures for dealing with discipline and grievances and ensure that staff are informed of these.
4. to review/monitor the Pay policy for the F.G.B.'s approval, including criteria for the use of discretionary points, and make recommendations about their implementation.
5. to review staff salaries annually and to make recommendations to the F.G.B.
6. to liaise and consult with other committees as necessary.
7. to review the whole staffing structure annually and when a vacancy occurs, to make any necessary recommendations to the F.G.B.
8. to follow the West Sussex guidance when appointing a new Headteacher.
9. to determine the membership and procedures for staff appointment panels.
10. to monitor and report on Continuing Professional Development.
11. to review site health and safety and risk assessment and ensure these are reviewed and followed through on a day to day basis.
12. to review/monitor the school's sickness and absence policy.