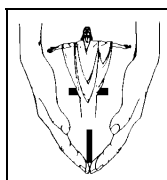


## THE DIOCESE OF BRENTWOOD



**HOLY CROSS CATHOLIC PRIMARY ACADEMY**  
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Head Teacher: Mrs A Kerrell

### **FINANCE AND PERSONNEL COMMITTEE TERMS OF REFERENCE November 2022**

#### Delegation of Function - Finance

The Governing Body shall establish a Finance and Personnel Committee who will be responsible for setting and monitoring the school budget. It will implement the recommendations from the Pay Committee regarding salaries.

#### Delegation of Function - Personnel

The Finance & Personnel Committee is established to deal with all pay matters relating to staff and to work on consultation with the Headteacher to deal with all matters relating to staff at Holy Cross Catholic Primary Academy and to implement the approved pay policy.

#### Membership

The Committee will consist of at least 5 members of the Governing Body including the Head Teacher and Chair of the Governing Body.

#### Quorum

A minimum of three Committee members, one of which will be the Head Teacher.

#### Role of the Committee

##### Finance

1. Reviewing the budget in line with the priorities identified in the SDP School Development Plan, and recommending its adoption to the Governing Body.
2. Future financial planning and setting financial responsibilities in the school.
3. To monitor monthly and review termly the school's actual financial performance compared with the budgeted performance, taking remedial action as necessary. All such action has to be reported to

the Governing Body, ensuring all information is desegregated to all the relevant Committees.

4. To review all virements within agreed budgets, within the delegated powers given as stated.
5. Identifying priority areas for the future development in the light of any underspends or extra funding becoming available.
6. Review any salary increase submitted by the Pay Committee.
7. Review current and alternative insurance schemes.
8. To make decisions and determine charges for the letting of the school premises including grounds.
9. To advise the Governing Body on the appropriateness or otherwise of spending requests outside the delegated powers given to the Committee.
10. To agree expenditure limits with which the Headteacher can operate without approval from the Committee.
11. Report the school's financial situation to the termly Governing Body Meeting.

#### Audit

- Appointing external auditors.
- Appointing internal auditors (Internal Controls Evaluation).
- Receiving the audit reports and acting on audit findings.
- To identify all possible irregularities.
- To determine if the academy has conformed its operations to the law and generally accepting accounting principles.
- Provide credibility to a set of financial statements giving confidence that the accounts are true and fair.
- reviewing the trust's internal and external financial statements and reports to ensure that they reflect best practice
- discussing with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff
- considering all relevant reports by the appointed external auditor, including reports on the trust's accounts, achievement of value for money and the response to any management letters
- reviewing the effectiveness of the academy's internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner
- directing the trust's programme of internal scrutiny and reporting to the board on the adequacy of the trust's financial and other controls and management of risks.
- receiving and commenting on the content of any audit report relating to ESFA funding and monitoring the implementation of the

agreed action plan. These reports must also be presented to the Board of Governors.

### Premises

12. Maintenance and improvement of all school/site buildings.
13. Develop a policy covering lettings and out of school hours use of the premises.
14. Reviewing all aspects of Health & Safety Regulations, setting of changing policies when needed.
15. Review the school security policy.

### Objectives - Personnel

- To approve procedures for the recruitment, appointment and retention of staff ensuring equal opportunities.
- To consider applications from staff for secondment or leave of absence, paid or unpaid.
- To consider and recommend to the Governing Body policies regarding all personnel matters.
- To ensure full disclosures are carried out on all school staff and volunteers who have contact with pupils.

### Planning and Control

To authorise and monitor expenditure within the staffing budgets and delegated powers for day-to-day matters including supply cover, being passed to the Headteacher.

### Policies and procedures

Responsible for producing and maintaining policies for approval by the full Governing Body on all personnel matters including:

- Performance Management policy
- Pay policy
- Grievance and Appeals policy
- Staff Capability policy
- Redundancy policy
- Recruitment Selection and Retention policy
- Leave of Absence policy
- Smoking policy
- Whistle blowing policy
- Staff Sickness policy
- Bullying and Harassment policy
- Appointment of teaching and non-teaching policy

The Governing Body is also responsible for establishing committees to deal with items 1,3 and 4. The membership of such committees could

include Governors who are not on the Personnel Committee. However, the Chair of the Governing Body may not wish to sit on the Dismissal Committee but would want to sit on the Dismissal Appeals Committee. The Headteacher is precluded from sitting on Committees established for 3 and 4 but may attend to give advice.

### Delegation of Functions

Before making any appointment, Governors must consider any and all advice from the Headteacher (except in the case of his/her successor).

1. Teaching Staff Temporary appointments: Head with approval of Chair of Finance and Personnel Committee.
2. Teaching Staff Temporary appointments: Head with Chair of Finance & Personnel Committee or Chair of Governors and any members of Finance & Personnel Committee.
3. Teaching Staff Supply: Delegated to the Headteacher
4. Non-teaching Temporary Delegated to the Headteacher
5. Non-teaching Permanent appointments with part-time hours: Delegated to Headteacher with approval from chair of Finance & Personnel Committee.
6. Non-teacher Permanent full-time appointments: Headteacher with chair of Finance & Personnel Committee or Chair of Governors and any member(s) of the Finance & Personnel Committee.

### Shortlisting

A selection panel to shortlist candidates (other than for Head or Deputy Head) will include the Headteacher.

### Headteacher

This post should be advertised nationally and appointment for this post is to be made and ratified by the full Governing Body in the same days as interviews if practical but in any event within a maximum period of 48 hours.

- A Headteacher will be appointed by a panel consisting of the Chair of Governors, together with a representative of the Diocesan Authority, a representative of the LA and two members of the Finance & Personnel Committee, one being a Parent Governor.
- A Deputy Headteacher will be appointed by a panel consisting of the Headteacher, the Chair of Governors, a Parent Governor and one other Governor. A representative of the LA will be welcomed as an advisor.

### Meetings

The Committee Chair and Vice Chair will be elected in the autumn term. Committee meetings will be held on an as required basis, and at least once per term in consultation with the Headteacher, with a minimum of one week's notice to members. A suitable person will be identified to make a record of all proceedings at each meeting. Draft minutes are to be presented to the Chair for approval within 7 days of the meeting. Once approved, the minutes will be circulated to all Governors and considered at the next Governing Body meeting.

Any matters that may in conflict with the work of another committee must be referred to the Governing body. The Committee will liaise with such other committees and invite members of other committees to attend its meetings as should be deemed appropriate.

Meetings can be conducted virtually, via Zoom or Teams.

### Annual Review

These Terms of Reference will be reviewed annually and confirmed by the Governing Body in the Autumn Term.

These Terms of Reference were approved by the Governing Body on 22nd November 2022.

Chair of Governors

Date: 22/11/2022

Chair of Committee

Date: 22/11/2022