



ICKFORD SCHOOL

Terms of Reference for Finance, Premises and Personnel Committee

November 2023

Ickford Learning Trust

Terms of Reference for the Finance, Premises and Personnel Committee

Membership

The Committee shall have a minimum of three members and a maximum of five members. A majority of Committee members must be members of the Board of Trustees.

A quorum will be at least three Trustees. (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. It is recommended that, where possible, an uneven number of Trustees sit on this Committee in order to avoid an equal division of votes.

Associate members do not have voting rights.

A member of staff should not chair this committee.

Any person paid to work at the school, other than the Headteacher, must withdraw and not vote on pay or performance appraisal of any staff.

The Headteacher must withdraw and not vote on their own pay or performance appraisal.

The obligations of the FPP Committee are to:

- Act within their powers.
- Promote the success of the Academy.
- Exercise independent judgement.
- Exercise reasonable care, skill and diligence.
- Avoid conflicts of interest.
- Not accept benefits from third parties.
- Declare interest in proposed transactions or arrangements.

Finance

In respect of Finance the obligations of the FPP Committee are to:

- Ensure delegated financial authorities are complied with.
- Maintain appropriate segregation of duties.
- Co-ordinate the planning and budgeting process.

- Apply discipline in financial management, including managing debtors, creditors, cash flow and monthly bank reconciliations.
- Plan and oversee capital projects.
- Manage and oversee assets, and maintain a fixed asset register.
- Ensure regularity, propriety and value for money in the organisation's activities.
- Ensure a risk register is maintained and reviewed by the board drawing on advice provided to it by the audit and risk committee.
- Reduce the risk of fraud and theft.
- Deliver independent checking of controls, systems, transactions and risks.
- Prepare the annual financial plan for ratification by the full Board of Trustees, having taken account of the priorities determined by other committees and set down in the School Development Plan and any OFSTED Action Plan.
- Review and agree a financial forecast over 3 years.
- Consider options for any Devolved Formula Capital Funding.
- Review purchasing decisions.
- Review staffing structure.
- Authorise virements 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 limit for the Finance Committee to be £ 15,000 and for requests above this limit have to be agreed by the full Board of Trustees. The Headteacher's level for virement without recourse to the Finance Committee to be £10,000.
- Recommend to the full Board of Trustees the level of financial authority to be delegated to the Headteacher for the day-to-day management of the school and to keep this reviewed annually.

The Headteacher's limit, for one transaction, to be £10,000. Amounts above this will be referred to the Finance Committee / whole Board of Trustees for approval. To ensure that effective and appropriate systems of financial control are in place.

- Authorise and agree the use of any surplus/reserve sums having regard to the priorities established in the School Development Plan up to a limit of £2,000.
- Receive, review and submit to the DfE, any required monitoring reports from the Trust in line with the DfE monitoring timetable.

- Ensure that the accounts are properly finalised at financial year end and to review the outturn position, including an evaluation of the financial decisions taken.
- Identify and approve, prior to expenditure taking place, any expenditure on capital projects. To monitor all expenditure on capital projects along with revenue budgets.
- Ensure that any recommendations from financial audits are in place.
- Ensure that effective and appropriate systems of financial control are in place.
- Ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Board of Trustees and the Clerk to Trustees.

Every Year the FPP Committee are obliged to:

- Review Financial Benchmarking.
- Review and approve the Scheme of Delegation to the Headteacher.
- Review and approve the Charging and Remissions Policy.
- Review and approve the Lettings Policy and Scale of Hire Charges.
- Review and approval the Business Continuity Plan.
- Consider the Financial Implications of the School Development Plan.
- Review new or amended contracts or leases/monitoring and annual review of contracts and leases, including those with Bucks County Council.

Every three years the FPP Committee are obliged to:

- Review and approve the ICT Acceptable Use policy.
- Review and approve of Whistleblowing Policy.

Personnel

In respect of Finance the obligations of the FPP Committee are to:

- Determine in each year the sum of monies available for expenditure on salaries. If appropriate, to liaise closely with the relevant Committee to ensure appropriate

levels of finance are available to ensure that teachers are properly rewarded within the structure established by the Schoolteachers' Pay and Conditions Document. This includes liaising over the staff complement and the results of any recommendations resulting from the performance management review.

- Determine the staff complement (liaising with the Finance Committee).
- Recommend to the whole Board of Trustees, the appropriate Group size for the school and appropriate pay range for individual members of the Leadership group.
- Keep under review the following personnel procedures and make recommendations to the full board of Trustees:
 - Redundancy
 - Grievance
 - Conduct and Discipline
 - Capability
 - Health and Attendance
 - Retirement for Teachers
 - Leave of Absence
 - Close Personal Relationships
 - Whistleblowing
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- Ensure that Safe Recruitment Practices are followed when appointing new members of staff.
- Be aware of, and advise Trustees of, the implications of equal opportunity legislation in relation to personnel functions.
- Approve Discretionary Leave of Absence in line with the policy previously agreed by the Board of Trustees.
- Receive annually, a report from the Headteacher on the Appraisal Process for teachers
- Evaluate the operation and outcome of performance management arrangements and review the school's Appraisal Policy and Classroom Observation Protocol to ensure that it remains current and meets the needs of the school.
- Receive and determine any applications for premature retirement.
- Take responsibility for determining the appointment procedures for Leadership posts and ensure they are implemented. This may include the Headteacher, but where not involved in the appointment, the Headteacher has a right to attend to offer advice.
- Ensure compliance with guidelines for Early Career Teachers (ECT).

- Ensure the setting and reviewing of targets for the Deputy Headteacher takes place by the Headteacher.
- Ensure its decisions about levels of executive pay (including salary and any other benefits) follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities.
- Ensure an annual appraisal of the Headteacher by forming an Appraisal Committee and informing the Headteacher of its members.

(See link below for advice on Headteacher appraisal procedures)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/307363/HTPM_research_brief.pdf

Premises

In respect of Premises the obligations of the FPP Committee are to:

- Review regularly the condition of the school buildings and ensure they are kept in good order.
- Keep under review the Accessibility Plan for the school and to report to Trustees on its implementation.
- Make recommendations to the Finance Committee/Board of Trustees for any development works necessary, so that these can be identified in the Financial Plan.
- Liaise with the Headteacher to ensure that efficient, effective and safe programmes are in operation for reactive (day-to-day) and planned maintenance, premises/site security, cleaning, grounds maintenance, disposal of waste and catering.
- Ensure that appropriate risk assessments are in place.
- Ensure that the necessary tendering arrangements are carried out, to approve the award of tenders and to make recommendation to the Board of Trustees on the award of contracts.
- Monitor and approve any lettings, in accordance with the policy of the Board of Trustees.

Health and Safety

In respect of Health and Safety the obligations of the FPP Committee are to:

- Ensure that all Trustees and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety procedures.
- Ensure that Health and Safety is reviewed regularly and at least annually.
- Ensure the school complies with health and safety legislation.
- Ensure that the Headteacher receives adequate health and safety training every three years to enable them to manage health and safety effectively in the school.
- Ensure that at least one senior member of staff has attended the five-day Institution of Occupational Safety and Health (IOSH) Managing Safely Course or IOSH Managing Safely Refresher and acts as health and safety co-ordinator for the school.
- Ensure that the school has an up to date fire risk assessment which is reviewed annually and that the recommendations of the risk assessment are implemented.
- Ensure that all accidents, incidents, dangerous occurrences are reported to the County Council via AssessNet
- Ensure that all accidents are verified within 10 days by a Senior Manager and where appropriate are reported to the Health and Safety Executive with a copy of this report forwarded to the Health and Safety Team.
- Ensure that accident reports are reviewed at least once termly and a check is made to ensure that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence.
- Ensure that risk assessments for all employees' jobs and work activities which carry a significant health and safety risk are in place and reviewed at least once annually or more frequently if appropriate and are communicated to all relevant personnel.
- Ensure that the school site, premises and access and egress are maintained in a safe condition at all times and that particular regard is given to the adequate separation of vehicles and pedestrians. These must be reviewed when building work is being carried out to ensure that normal procedures including fire evacuations are not compromised.
- Ensure that all plant and work equipment is provided, serviced and maintained in compliance with the requirements of health and safety legislation.

- Ensure that a full health and safety inspection of premises is carried out termly and any necessary remedial work undertaken. A copy of the report is sent to the full Board of Trustees.

Educational Visits

In respect of Premises the obligations of the FPP Committee are to:

- Ensure that the school is following its procedures for Educational Visits and has in place emergency management systems as recommended by the DfE/LA that are shared and understood by all those involved.
- Ensure that the school has appointed an Educational Visits Coordinator (EVC).
- Ensure the School's Policy on Charging and Remissions is applied appropriately and takes account of legislation on entitlement to remission of board and lodging costs.
- Ensure that the insurances purchased by the school fully cover (including with support from volunteers) activity taking place off the school site and out of normal school hours.
- Ensure that parents can access through the school website and/or at the school office, the details of the school's travel insurance.

Emergency Plan

In respect of the Emergency Plan the obligations of the FPP Committee are to:

- Carry out an annual review of the school's Emergency Plan and to ensure contact details are updated as necessary.

Minutes

The FPP Committee must ensure minutes (with decisions and action points) are taken at each meeting and circulated promptly to all members of the Board of Trustees and the Clerk to Trustees.

Academy Trust Handbook

<https://www.gov.uk/guidance/academy-trust-handbook>

Academy trusts **must** comply with this handbook as a condition of their funding agreement. It provides an overarching framework for implementation of effective financial management and other controls, consistent with your obligations as publicly funded bodies.