

## **The Winchcombe School**

### **Terms of Reference – Finance and Human Resources Committee**

#### **Purpose and background**

In order to conduct its business effectively the Governing Body has established a Finance and Human Resources Committee. This document defines the activities of the Committee, its method of working and powers to act.

#### **Management of this document**

**Governing Body:** The Governors' Finance and Human Resources Committee reviews this remit on an annual basis and recommends amendments to the Governing Body for final decision.

**Approval:** Approved by the Governing Body on 12 November 2018.

**Next Review due:** October 2019, at the first Finance and Human Resources Committee of the school year.

#### **Associated policies**

- The Governing Body's Instrument of Government
- All Finance and Human Resources policies of the school:
  - *Charging and Remissions*
  - *Lettings*
  - *Financial policy and procedures*
  - *Government Procurement Cards (GPC)*
  - *School Fund*
  - *Teachers' Pay Policy*
  - *Appraisal Policy*
  - *Whistleblowing*

#### **Practice and procedures**

##### Composition

This Committee is appointed by the Governing Body taking account of the interests and expertise of Governors, to ensure it has competence to conduct its business. The Governing Body will keep a watching brief on its composition and respond by instigating change to cater for the effect of changes in governing body membership. The Committee will be composed of at least three governors appointed by the Governing Body (not counting the Headteacher) and, in addition, the Headteacher. The School Business Manager will be a non-voting co-opted member. The Committee will co-opt other non-voting members, as it considers appropriate. The Clerk to the Governors will attend meetings to take the minutes.

### Meetings

At least one week's notice will be given to members, by the circulation of an agenda and related papers.

The quorum of each Committee is 3 voting members. The quorum must include the Chair of the Committee or Vice Chair in their absence and Headteacher or his/her representative.

If the Committee meeting is inquorate the members present may sit as a working party of the Governing Body if they wish. A working party may only discuss matters and has no power to make a binding decision.

The Chair of the Committee, who shall not be an employee of the school, shall be elected from amongst the voting members of the Committee at the Committee meeting following the first meeting of the Governing Body in the academic year.

### Powers to Act

The principal role of the Committee is, in liaison with the Headteacher, to consider, review and advise upon any matter within its remit and to report accordingly to the Governing Body, with recommendations for decision or action as appropriate.

The Governing Body delegates certain powers to act to this Committee. This delegation is stated in the relevant policies and procedures of the school, listed above, as amended from time to time.

The Committee will be responsible for reviewing and approving the following policies in line with The Winchcombe School's policy review cycle:

- Charging and Remissions policy
- Teachers' Pay Policy
- Appraisal Policy
- Financial policy and procedures
- School Fund
- Lettings
- Government Procurement Cards
- Whistleblowing

Annually, at its first meeting of the school year (after Committee membership has been agreed), the Committee will review the competence and experience of its members and instigate any training and development that is considered beneficial for its members, in liaison with the Development Governor.

### Frequency of Meetings

The Committee will normally meet at least *four* times in each year and at least seven days prior to the next full meeting of the Governing Body (this lead time may be adjusted in exceptional circumstances by the Chair of the Committee or the Chair of Governors). In addition, this committee will meet to consider the

preparation of the budget prior to the start of the school financial year.

The Chair of the Committee or Vice Chair in their absence may call additional meetings if necessary or where requested by members of the Committee.

#### Reporting

Draft minutes will be sent to the Chair of the Committee for review as soon as possible and no later than 5 days after each meeting. Draft or approved minutes of the Committee, together with any appropriate summary documentation, will be made available to the following meeting of the full Governing Body and a report of the Committee's business given to the Governing Body at that meeting. Committee minutes will be amended if necessary, and once approved signed and dated by the Chair of the Committee at the next Committee meeting.

#### Remit/Areas of Activity

- In line with a set annual timetable to conform with requirements of the Local Authority and other government bodies, to review and agree the annual budgets for all sources of school income and all school expenditure relating to all activities undertaken by the school, for recommendation to the Governing Body for approval. When reviewing the budget the Committee shall consider the aims and objectives of the school with reference to the School Improvement Plan/Pupil Premium Plan and ensure that the budget supports and reflects these as far as possible.
- To receive and review reports from the Headteacher or School Business Manager on income, expenditure and commitments outstanding for all the school's activities during the financial year and to agree any expenditure or virement beyond the powers delegated to the Headteacher, as determined by the Financial Management Policy.
- To contribute to short and long term financial planning.
- To support initiatives that increase income, including from the Local Authority.
- To establish and review the principles and objectives of the approach to cases of hardship and ensure they are accurately reflected in the relevant policies (e.g. Charging and Remissions)
- To review any material contracts for services drawn up by the school prior to their agreement by the Governing Body, noting any possible conflict of interest. To seek external professional advice regarding these as deemed necessary.
- To support and advise the Headteacher, School Business

Manager and Governing Body on all financial matters relating to the school.

- To gain maximum benefit from the Local Authority's scheme of financial delegation.
- To monitor and review the performance of the school in relation to financial management standards and to ensure that the school is in compliance, including the drawing up of WBC Internal Audit report action plans, overseeing the preparation for the School Financial Value Standard (SFVS) and leading in dealing with any outcomes of such audits and assessments, ensuring that recommendations are acted upon.
- To monitor and ensure the school's compliance in relation to relevant policies, rules and procedures as published from time to time by the Local Authority and the Department of Education, with reference to the Pupil Premium Grant.
- To evaluate the school's practice and procedures through a recognised risk assessment process.
- To monitor and review the processes by which the school achieves best value in its use of funding, including overseeing the decisions whether to "buy-back" into Local Authority service provisions or to choose alternative providers and regularly benchmarking the school's income and expenditure, establishing action plans based on the results to improve the school's effectiveness in fund usage.
- To receive, review and approve an inventory report on an annual basis; once approved, the inventory report should be signed off by the Chair of the Committee.
- To monitor and review the management of the School Fund. To oversee the appointment a suitably competent and independent auditor (who should have access to all records and the policy on the School Fund's operation) and receive the audited accounts of the School Fund.
- To monitor variances in the budget.
- To delegate the day-to-day management of the Appraisal and Pay Policies to the Head teacher.
- To recommend for approval to the Governing Body Performance Related Pay (PRP) Summary Appraisal Report prepared by the Head teacher.