

# Finance and Staffing, Resources, Audit and Risk Committee

TERMS OF REFERENCE: 2023-2024



## CONSTITUTION:

### Membership:

- The membership of the committee will be a minimum of 4 Trustees or such other number as the Board of Trustees may decide. The Principal will be an automatic member. The Chair of Trustees will be an ex-officio member and chair. The committee will be able to co-opt such non-voting members as it considers necessary.

### Meetings

Meetings will be held half termly. Seven days' notice must be given when calling a meeting by the Chair. Procedures of any meetings held will be minuted and these minutes presented for the next meeting of the Trustees and this Committee. (Minutes should have a section for confidential matters).

### Finance

- To plan, set and present the school budget to the governing body having regard to the needs of the School Development Plan (SDP)
- To monitor all financial information/reports provided by the EFA and to report, as appropriate, to the governing body.
- To consider the spending plans of other committees and report back and advise the governing body
- To delegate to the Principal the day to day management of the approved budget within agreed authorisation limits
- To consider requests for supplementary expenditure and virements and make appropriate recommendations to the governing body
- To ensure that the requirement for public and non-public funds to be audited annually and to respond and act upon advice given.
- To provide advice to the governing body and Headteacher in all financial matters.
- To consider and act upon matters not covered by other committees
- To review financial policy including consideration of long term planning and resourcing in accordance with the School Development Plan (SDP)
- To ensure that the school operates within the Financial Regulations of DFE.

- To keep under review the Accessibility Plan for the school and to report to Trustees on its implementation
- To ensure necessary tendering arrangements are carried out and to make recommendations to the Board of Trustees on the award of contracts.
- To advise the Board of Trustees with regard to compliance with Health and Safety Regulations and to prepare and review annually the Health and Safety Policy Statement
- To ensure the maintenance and upkeep of the premises and grounds.
- To ensure minutes are taken at each meeting and circulated.
- To consider standards of governance comply with the charitable objects, with duties as company directors, with Charity Law and with the Funding Agreement.

### **Staffing and Personnel**

- To be responsible for recommending to the Board of Trustees the establishments for both teaching staff and support staff.
- To recommend variations to the agreed establishment.
- To authorise the filling of vacancies of existing roles.
- To authorise the creation of new roles, as required.
- To ensure that all staff have contracts of employment and clear job descriptions.
- To consider applications from staff for changes in contracts, for early retirement, for leave of absence outside the scheme adopted by the Board of Trustees or for any other issue raised by staff in connection with their contract of employment.
- To decide the overall procedures for appointing staff.
- To be responsible for the development of policies on personnel matters.
- To establish disciplinary rules and procedures and staff grievance procedures and to take appropriate steps to make them known to staff.
- To be responsible for the oversight of arrangements for the deployment at the school of non-school employees e.g. catering contractors.
- To ensure that the requirements of equal opportunities legislation in regard to gender, race, disability and age are met.

**Pay matters:**

- To manage pay and grading issues as laid down in the Academy's Pay Policy.
- To determine in accordance with the Academy's Pay Policy, the level of salary for new appointments for both teaching and support staff.
- To establish criteria for awarding discretionary points to teaching staff, including UPS.
- To set annual budgets for staffing.
- To provide, when needed, three Trustees to form a Pay Appeals Committee, in line with the requirements of the Pay Policy.

The full Board of Trustees will review annually the establishment, membership and terms of reference of this sub-committee.

### **Functions delegated to the Principal:**

- To be responsible for the deployment and management of teaching and support staff.
- To advise the Board of Trustees on the establishments for teaching and support staff.
- To give advice to, and work closely with, the Board of Trustees on the appointment of Senior Leaders.
- To be responsible, with Trustee involvement where appropriate, for the appointment of all teaching and support staff as agreed by this Committee.
- To advise the Board of Trustees on pay discretions, establishing disciplinary/capability procedures, staff dismissal, staff suspensions, dismissal payments and early retirements.
- To authorise leave of absence for staff according to the relevant policies.
- To manage the placement of supply staff to cover the absences of permanent staff.
- To evaluate the standards of teaching and learning and to ensure that proper standards of professional performance are established and maintained.
- To take such other urgent action on staffing issues as required, in consultation with the Chair of Trustees.