



The Poplar Adolescent Unit  
Therapeutic Education Department

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## FINANCE AND PERSONNEL COMMITTEE TERMS OF REFERENCE

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Accepted by the Management Committee	September 2023
Review Date	September 2024

## **The Terms of Reference are set out below:-**

### **Membership:**

The membership of the Finance and Personnel Committee will be a minimum of four members from the full Management Committee and subject to annual review by the Management Committee. The Executive Head will automatically be a member.

Associate members may not be appointed to the committee and a Chair of the Committee will be elected annually.

### **Quorum:**

The quorum will be three members, one of whom must be the Executive Head.

### **Meetings:**

The Finance and Personnel Committee will meet termly, prior to the full Management Committee meeting. Additional meetings will be held as and when required, i.e. to review the End of Year Financial Statement.

Each meeting of the committee must be clerked. The clerk can be the clerk to the Management Committee, a Management Committee member or an employee at the school. The clerk cannot be the Executive Head.

The clerk will make a record of all proceedings at each meeting. Minutes will be circulated to members within seven days of the meeting (or as agreed) and presented with the Agenda for the next full Management Committee meeting.

The Chair of the Finance and Personnel Committee will report the work of the Committee to the full Management Committee.

### **Terms for the Finance Committee**

To recommend to the full Management Committee approval of the Annual Budget Plan and cash flow forecasts for the forthcoming financial year in accordance with the timescales dictated by the Essex Scheme for Financing Schools.

To determine the school's financial priorities through the School Development Plan (SDP) and the Asset Management Plan (AMP).

To receive monthly management reports, to facilitate the monitoring of the school's actual financial performance compared with budgeted priorities and cash flow, and to take remedial action as necessary. Such action will be reported to the Management Committee.

To make decisions on expenditure within the Committee's delegated powers.

To make decisions on virements within agreed budgets, within the Committee's delegated powers and authorising any budgetary adjustments made.

To advise the Management Committee on the appropriateness or otherwise, of virements to be made outside of the Committee's delegated powers.

To review annually the school's Financial Regulations and Scheme of Delegation.

To review annually the Terms of Reference of the Finance and Personnel Committee.

To ensure the Register of Business Interests is kept up to date.

To annually review all on-going contracts (including Local Authority Contracts).

To review the various leasing agreement schemes and options available to the school.

To award contracts by tender up to a specific limit.

To agree and sign an annual Best Value Statement.

To monitor all spending and income received in the school i.e. Local Authority (LA) delegated budgets.

To ensure that funding from the LA and other sources is used only in accordance with any conditions attached.

To receive and comment on the content of any audit report relating to LA funding, and to monitor the implementation of the agreed action plan.

To ensure the school adheres to the Policies and Procedures as specified by the Department for Education and its Schools Financial Value Standard (SFVS).

To ensure the school has appropriate internal financial controls in place.

To ensure that all financial controls are adhered to via regular testing and management checks in order to protect against fraudulent or improper use of public money and assets and enable satisfactory completion of the Statement of Internal Control (SIC).

To review appropriate financial benchmarking data, in order to compare the schools financial performance with other similar schools.

To review and monitor budget projections / medium term financial plans to ensure the school's budget is realistic and any financial decisions are sustainable.

### **Terms for the Personnel Committee**

The Local Authority will remain the employer of staff and will continue to be responsible for agreeing pay and conditions (Funding, staffing and legislation for Pupil Referral Units (PRUs) from April 2013)

To draft and keep under review the Personnel structure in consultation with the Executive Head.

To approve procedure for recruitment and appointment of staff.

To consider applications from staff for secondments or leave of absence.

To oversee the process leading to staff reductions.

To follow established procedure when advertising, selecting and appointing new members of staff.

To approve Personnel related expenditure within the Committee's delegated powers.

To keep under review staff work / life balance, working conditions and well-being including the monitoring of absence.

To draft and recommend for adoption, the procedures for dealing with discipline and grievances.

To establish and review a Performance Management Policy for non-teaching staff.

Teachers' performance is subject to National Policy.

The Management Committee will monitor teachers' and non-teaching staff's performance.

### **Terms for the Pay Committee**

The Management Committee shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy for all staff.

### **Membership**

The Pay Committee shall consist of three named members of the Management Committee, none of whom shall be employees.

The Executive Head may attend all proceedings of the Pay Committee for the purpose of providing information and advice, but must withdraw when their own salary is being discussed.

### **Terms of Reference**

To determine the Pay Policy for the school.

To advise the Management Committee / Finance Committee on current and future pay level.

To ratify appropriate salary ranges and starting salaries for Lead Practitioners, and members of the leadership group.

To ratify annual pay progress for teachers (by 31<sup>st</sup> October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management Review Statement, in accordance with the approved Pay Policy.

To approve applications to be paid on the Upper Pay Range.

To approve annual pay progression for the Executive Head (by 31<sup>st</sup> December at the latest), taking account of the recommendations made by the Executive Head's Performance Review Panel, following the annual review.

To determine the application of national inflationary increases as requested.

To monitor and report to the full Management Committee on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

## **Additional Committees**

### **Disciplinary / Dismissal Committee**

The purpose of the Committee is to consider disciplinary and other matters and dismissals where these functions have not been delegated to the Executive Head under the Staffing Regulations 2009 as amended, or in the case of discipline, where the Executive Head has had detailed prior involvement or where the case involves the Executive Head.

### **Disciplinary / Dismissal Appeals Committee**

The purpose of the Committee is to consider any appeals against decisions by the Executive Head / Staff Disciplinary / Dismissal Committee.

### **Membership**

The Committee will be available via The St Aubyn Centre, Colchester (under the terms of the School Governance (Collaboration) (England) Regulations 2003). For further details please refer to the <..\Staff Discipline & Dismissal Procedure\July 2014 - Staff Discipline & Dismissal Procedure.doc>.

### **Discipline (Exclusions) Committee**

The Management Committee can delegate some or all of its functions in respect of exclusions to a committee consisting of at least three governors and such a committee may be called the "Discipline Committee".

### **Membership**

The Discipline Committee shall consist of not less than three members of the Management Committee, none of whom shall be the Executive Head. Associate Members can be members of the Committee. If any Governor has a connection with the pupil, or knowledge of the incident that led to the exclusion that could affect his or her ability to act impartially, he or she should step down. The Chair has the casting vote in all cases where an even number of governors are considering the case.

Further information can be found within the Exclusions Policy <..\Exclusions Policy\Exclusions Policy - May 2018.docx>

### **Note:**

The procedures agreed for inclusion in these terms of reference take into account other Policies and Procedures on Finance and Personnel issues that the Management Committee has agreed and adopted, as well as any priorities included within the School Development Plan.

Signed by the Chair of the Finance and Personnel Committee/Management Committee:

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