

LONGHILL HIGH SCHOOL
GOVERNING BOARD
PERSONNEL AND FINANCE COMMITTEE
TERMS OF REFERENCE 2015/16

Membership

The Personnel and Finance Committee will comprise a minimum of five Governors, the Headteacher (or a nominated member of SLT if she is unable to attend) and the Business Manager. All members are entitled to vote. The Governing Board appoints the Governor members of the Committee. The Headteacher and Business Manager are ex-officio appointments.

Chair and Vice Chair

The Personnel and Finance Committee will elect one of the Governor members as Chair of the Committee and one as Vice-Chair of the Committee at its first meeting of the academic year. In the Chair's absence, the Vice-Chair will take the role of the Chair.

Quorum

The quorum will be three Governor members.

Reporting

The Personnel and Finance Committee reports to the Longhill School Governing Board. The minutes of the Committee will be a standing item on every scheduled meeting of the Governing Board. A copy of the latest minutes shall be distributed with each Governing Board agenda.

Meetings

The Personnel and Finance Committee will meet four times per year to include the Budget meeting. The minutes shall be taken by the Clerk for the Governors. In the absence of the Clerk, the minutes shall not be taken by the Chair of the Committee. The minutes of the previous meeting shall be distributed with each agenda, and, if agreed as a correct record, signed by the Chair of the Committee.

Review of Terms of Reference

The Terms of Reference of the Personnel and Finance Committee shall be reviewed annually by the Committee, with any recommendations sent to the next available Governing Board meeting for ratification.

Training

Governors are expected to have completed the induction training for new governors as outlined in the new governor induction policy; and any sessions that are relevant to the responsibilities of the Committee.

Responsibilities

Buildings

There will be a Governor with special responsibility for Buildings, who will also be a member of the Personnel and Finance Committee, who in close communication with the Headteacher, Business Manager, and Premises Manager, ensure that matters of buildings maintenance and expenditure are dealt with in a timely and appropriate manner. The Governor with special responsibility for Buildings will conduct an annual walk round with the Business Manager, Premises Manager and Governor with special responsibility for Health and Safety, and report regularly to the Committee on issues relating to the school premises.

As per the Longhill School Scheme of Delegation of the Financial Powers and Duties of the Governing Board, the Personnel and Finance Committee is responsible for: -

General

- 1.** Exercising the powers and duties of the full Governing Board in respect of the financial administration of the school, except for those items specifically reserved for the full Governing Board and those delegated to the Head teacher, or those delegated to other staff by the Head teacher.
- 2.** Reporting on all decisions taken under delegated powers to the next meeting of the full Governing Board. (Education (School Government) Regulations 1989).
- 3.** The chair of the Finance Committee will sign the Control Assurance Statement relating to DfES' Financial Management Standards if he/she is satisfied that Longhill High School has complied to the standards.

Budgets/Budgetary Control

- 4.** Receive and consider a full report of the school's final financial position no later than four months after the end of each financial year. This item should be recorded in the minutes of the meeting.
- 5.** Formally approve (and minute the approval of) the school's three year budget plan annually. A copy of the plan, certified by the Head and Chair of Governors, should be submitted to the Finance Section of the Local Authority.
- 6.** Receive and consider budgetary control reports at every meeting from the Personnel & Finance Committee with relevant explanations and documentation where required. The receipt of such reports/documents shall be minuted and copies of the documents signed by the Chair.
- 7.** All virements between or within budget headings shall be approved, authorised and minuted by the Personnel & Finance Committee and those in excess of £10,000 to be notified termly to the Head of Education Finance. Details of all virements, approved and authorised by the Personnel & Finance Committee are to be formally notified to the Full Governing Board who shall minute the notification except for sums earmarked by the Council.

8. Inform the Finance Section of the Local Authority when the school wishes to meet expenditure of a capital nature from the revenue budget. (Guidance on capital expenditure is contained in the Schools Finance Handbook).
9. Enter into operational leasing/contract hire arrangements provided that the **Schools Finance Section of Project and Financial Services (CFS)** is satisfied that the method of finance is appropriate for the asset concerned, and that the best terms available have been secured. The Personnel & Finance Committee shall ensure that the resulting charges can be met within the budget for the current and future years.
10. Considering budgetary control reports on the school's financial position at every meeting, take appropriate action to contain expenditure within the budget and report to the Full Governing Board.
11. Reporting to the Full Governing Board all significant financial matters and any actual or potential overspending.
12. Submitting a draft budget plan to the Full Governing Board for approval and certification before being sent to **Finance Section of the Local Authority** by 1st May.

Contracts

13. Exercising the powers and duties of the Full Governing Board in respect of the Council's Standing Orders relating to contracts, except for those items specifically reserved for the Full Governing Board and those delegated to the Head teacher, without reference to the Full Governing Board, up to a limit of £25,000 in Secondary Schools and Colleges, and £15,000 in Primary and Special Schools.

Ex-Gratia Payments

14. Proposing ex-gratia payments up to £500 and shall notify the Full Governing Board who will authorise, approve and maintain a record of all payments.

Income

15. Authorising the write-off of debts below £1000 and shall notify the Full Governing Board of any write-offs.
16. At least once a year, review all fees and charges, including lettings, recommended by the Pupil Premium and Community Cohesion Committee or the Longhill Sports Centre Management Group and authorise any changes it considers appropriate save in respect of optional extras relating to pupils education, which must be determined by the Full Governing Board. (Education (School Government) Regulations 1989).

Insurances

17. Making arrangements for any insurance cover it considers necessary in liaison with the Council's Insurance Department.

Lettings

18. Reviewing and submitting annually to the Full Governing Board the Lettings Policy of the Pupil Premium Committee or the Longhill Sports Centre.

Loans, Investments and Trust Funds

19. Setting aside funds that are not required for immediate use, in accordance with arrangements agreed with the **Finance Section of Project and Financial Services (CFS)**
20. Ensuring that all securities etc, relating to trust funds are deposited with the Solicitor to the Council, unless the deed otherwise provides.

Security of Assets

21. Ensuring that there are annual independent checks of stock and inventory records, in accordance with the requirements of the Finance Handbook.
22. Authorising the write off of any deficiencies of individual stock and inventory items with original purchase values between £250 and £1000. Where the original purchase value is not available, the current market value should be used. All such write-off's must be in accordance with the Finance Handbook and be formally reported and minuted at the following full Governing Board meeting.
23. Authorising the disposal of individual items of equipment and materials that have become surplus to requirements, unusable or obsolete with a realisable value of between £250 and £1000. All such authorisations must be in accordance with the Finance Handbook and be formally reported and minuted at the following full Governing Board meeting.
24. Removal of property from premises see Head teacher's delegated powers.

Voluntary Funds

25. Responsibility for ensuring that all voluntary funds are properly administered and audited annually under the requirements of the Finance Handbook. Voluntary funds must be accounted for completely separately from any Council funds and reported annually to the full Governing Board.
26. Receive and consider the independently examined accounts of all the school's voluntary funds either each autumn term to cover the previous year ending 31st August or each summer term to cover the previous year ending 31st March. This item should be recorded in the minutes of the meeting.