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| **To the members of the**  **Finance, Personnel and Premises Committee**  **BUCKTON VALE PRIMARY SCHOOL**  **STALYBRIDGE**  Mr Matt Hartley - Chair  Mr Arron Leech  Mrs Jenny Ross  Mr Nick Whitbread  Mrs Deborah Brown - Headteacher  Mrs Carol Roberts - School Business Manager  Mrs Lisa Cox - School Business Manager |  | **CHILDREN’S SERVICES**  **Jane Sowerby**  **Head of Improvement and Partnerships**  **CORRESPONDENCE ADDRESS ONLY**  **NO PUBLIC ACCESS**  Hyde Town Hall, Market Street, Hyde, Tameside, SK14 1AL  [www.tameside.gov.uk](http://www.tameside.gov.uk)  e-mail : rachel.lees@tameside.gov.uk    Call Centre 0161 342 8355  Ask for L Carter  Direct Line 0161 342 3206  Date 23 November 2021 |

Dear Governor,

**AGENDA – AUTUMN TERM FINANCE, PERSONNEL AND PREMISES, INCLUDING PAY, COMMITTEE**

The Autumn Term meeting of the Finance, Personnel and Premises including Pay, Committee is to be held virtually on Monday 6 December 2021, commencing at 9:30 am. This meeting will consider the business on the attached agenda.

The contribution of Governors to the school’s performance is evaluated as part of the judgement on the effectiveness of leadership and management. Governors are strongly urged to read the information provided prior to the meeting.  This provides the opportunity to prepare and ask relevant, challenging and supportive questions to ensure that your school is able to deliver the highest expectations for its pupils and staff.

Members of the Committee are requested to make every effort to attend this meeting. If, however, you are unable to attend, please email [rachel.lees@tameside.gov.uk](mailto:rachel.lees@tameside.gov.uk) . Alternatively, you can call Governor Services on 0161 342 3206, who will forward your message onto me before the meeting is scheduled to take place.

I look forward to seeing you at the meeting.

Yours sincerely

Rachel Lees

Clerk to Governors

Governor Services

*Enclosures:*

*Minutes of the Finance, Personnel and Premises Committee meeting held virtually on 21 June 2021*

*Financial Year Planner for 2021-22*

***AGENDA – 22 November 2021***

*Please refer to* [*www.gov.uk/guidance/schools-financial-value-standard-and-assurance-sfvs*](http://www.gov.uk/guidance/schools-financial-value-standard-and-assurance-sfvs)

**PROCEDURAL**

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| **No.** | **Item** | **Comments** |
| 1 | Welcome and Confidentiality   1. Apologies for and consideration of consent to absence 2. Declaration of any pecuniary or business interests | Governors to provide a reason for absence |
| 2 | To appoint a Chair and Vice-Chair of the Finance, Personnel and Premises Committee for the 2021-22 academic year |  |
| 3 | To review the Committee Terms of Reference, for approval by the full Governing Board thereafter |  |
| 4 | To confirm the minutes of the meeting held on 21 June 2021 (copy attached)  Matters arising from the minutes (please refer to action table on page 5) |  |

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| Min | Resp | Action | Audience/Date |
| 3.2 | Governors | Complete financial competencies matrix | SBM before 30/6/2021 |
| 4.4 | SBM | Disposal of assets certificate | FPPC 22/11/2021 |
| 4.5 | SBM | Legionella report | FPPC 22/11/2021 |
| 5.1 | Clerk | Inform GB of Extraordinary GB meeting | 13/07/2021 @ 4 pm |

**FINANCIAL MONITORING**

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| **No.** | **Item** | **Comments** |
| 5 | **Business Managers’ Report and Financial Monitoring, to be circulated separately**   1. Approval of the revised Budget Plan/3-year projection for 2020-2021 2. Cash Flow monitoring report 3. Summary supplier account status report (annual report) | *Please refer to revised SFVS documentation - deadline for submission to the LA 31/3/2022* |
| 6 | **Premises/Buildings Report, to be circulated separately**   1. Health and Safety Audit Review including update on training for staff and the health and safety governor 2. To note the Fire, Legionella and Asbestos action/management plans |  |

**ANNUAL REPORTS/REVIEWS**

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| **No.** | **Item** | **Comments** |
| 7 | **Review and Approval of SFVS documentation, to be circulated separately**   1. To note the SFVS submission date of 31/3/22 2. To review any notified revisions to the Tameside Scheme for the Financing of Schools 3. Adoption of the Tameside Financial Regulations for Schools (including delegation of financial authority for the school credit card, petty cash limits and virements). 4. Approval of disposed items since the last meeting as above 5. Annual review of insurable risks – to note that a full review will be undertaken on 2nd and 3rd December by Parago/Civica |  |

**PERSONNEL**

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| **No.** | **Item** | **Comments** |
| 8 | 1. Annual review and adoption of the Model Pay Policy 2021 (anticipated November 2021) – Defer to full GB 2. To confirm arrangements/completion of the Pay Committee’s Annual Review of Staff Pay (by 31/10/2021) 3. To confirm arrangements for completion of the Deputy Headteacher and Headteacher’s Performance Management Review (by 31/12/2021) 4. Review of Staffing Structure 5. Confirmation that the Single Central Record (SCR) of Disclosure and Barring Service (DBS) checks continued to be monitored within school, in additional to confirmation of any anomalies in this regard |  |

**POLICY REVIEWS**

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| **No.** | **Item** | **Comments** |
| 9 | **To review policies/manuals relevant to the Committee, to be circulated separately**   1. Site Security Policy 2. Health and Safety Policy 3. BACS Policy 4. Coronavirus Policy 5. Asbestos Management Plan – as discussed above 6. Financial Procedures Manual |  |

**ORGANISATION**

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| **No.** | **Item** | **Comments** |
| 10 | To note the agreed dates for the Committee meetings in spring and summer term 2022:   * Monday 7 February 2022 at 4:00/4:30 pm * Tuesday 26 April 2022 at 4:00 pm |  |
| 11 | 1. Any other business 2. Consideration of confidential items (previously determined earlier in the meeting) *NOTE:* *Governors who are not eligible for this item must leave the meeting* | *Chair to be informed at the beginning of the meeting.* |