

# Milverton Community Primary and Pre-School

## FINANCE, PREMISES AND PERSONNEL (FP&P) COMMITTEE 2022-23



### TERMS OF REFERENCE

Membership:	At least four governors plus the Headteacher.
Quorum:	Three governors including the Headteacher.
Meetings:	Four or five per year, related to the full GB meetings.
Raison d'être	To oversee and contribute to best practice with regard to the physical, financial and personnel requirements necessary for Education.
Tasks:	<p>To work in consultation with the headteacher and school's finance officer to provide guidance to the governing body on all financial matters, including staffing arrangements.</p> <p>To work in consultation with the Headteacher, to provide guidance to the governing body on priorities, including health and safety, for the maintenance and development of the school's premises.</p> <p>To work in consultation with the Headteacher, to set and approve the budget at the beginning of each financial year.</p> <p>To report to the governing body (GB) any financial and other decisions made by them in accordance with their delegated powers.</p> <p>To arrange for any new members who join this committee to receive an appropriate induction into financial management.</p>
Key Policies:	<p>Health &amp; Safety</p> <p>Freedom of Information Act</p> <p>Payment of Governors' Allowances</p> <p>Charging and Remissions Policy</p> <p>Pay Policy – to be agreed by Pay and Appraisal Committee, FP&amp;P Committee to have sight of it.</p> <p>Finance Policy to include Lettings Policy</p> <p>Business Continuity Plan</p>
Lead Governors:	<p>Chair of Finance, Premises and Personnel Committee</p> <p>Clerk of Finance, Premises and Personnel Committee</p> <p>Premises/Health &amp; Safety</p> <p>Link – Education Committee</p> <p>Link – Pay and Appraisal Committee</p>

## ACTIVITIES

First meeting	Agree lead roles (Chair & Clerk to the Committee)
	Review and agree committee terms of reference
	Set meeting dates for the year
	Identify training for new committee members ensuring that there is a proper induction in line with the SCC template and development for existing members
	Agree which policies to be reviewed throughout the year
	Arrange a meeting between H & S Gov and school site health and safety manager.
	Consider Governor training needs for the coming year.
	Any new Governors should arrange for an induction with the Headteacher and Finance Officer. Suitable training should be arranged with Governor services.

Autumn term	Receive month 6 finance report. Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to the GB, making recommendations where necessary.
	Review staffing needs and priorities for staffing changes as recommended by the Headteacher. Review staffing issues & consider staffing budget for the rest of the financial year.
	Review Policies according to the policy review chart prepared by the HT and Clerk to the GB
	Consider priorities for a rolling programme of maintenance, repair and redecoration, reporting back to GB as appropriate. Plan to apportion funds from the DFCG if appropriate.
	Receive report from the H&S governor regarding H&S/premises governor

Spring term	Regular Finance - Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to the GB, making recommendations where necessary. Monitor expenditure of all voluntary funds held on behalf of the GB.
	Draft first formal budget for the financial year and prepare summary for the GB, taking into account the priorities in the School Development Plan.
	Finalise new year budget and present to GB for approval at end of spring term.

	Make decisions in respect of both service level agreements and renewal of premises-related contracts, ensuring that the principles of Best Value are applied to all service purchases (SSTEP).
	Make recommendations to GB on budget adjustments based on financial monitoring reports on current year budget and projected end-of-year figures.
	Receive recommendations of the Headteacher's performance pay review committee (if not already done in the autumn term).
	Ensure recommendations for action following premises/health & safety inspections and audits are satisfactorily carried out and/or review progress if underway.
	Review policies according to the annual policy review plan.
	Consider progress against the School Development Plan.

Summer term	Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to the GB, making recommendations where necessary. Ensure voluntary funds are audited and prepare report for GB.
	Produce end of year summary report of premises, health & safety monitoring and inspection programmes for presentation to GB, together with recommendations for future action.
	Review Policies according to the policy review chart prepared by the HT and Clerk to the GB
	Undertake self review for the year to assess whether priorities have been achieved; make recommendations to the GB on committee membership, terms of reference, delegated powers and new year priorities.
	Consider potential priorities for the School Development Plan in the coming academic year and whether extra funding is available/ required.
	Link Governor for Pay and Appraisal Committee reports on review of staffing issues. Consider staffing budgets for the coming academic year.