

Crosshall Junior School Academy Trust – Finance, Resources & Personnel Committee (FRPC)

Terms of Reference and Standing Orders

1. Purpose

To oversee financial, building security and infrastructure, and staffing for the academy, and also to provide leadership and strategic direction for the longevity of the academy. The main functions of the committee are to exercise the financial and staffing powers, the responsibilities delegated to it by the full governing body and to advise the Head Teacher on general financial and staffing matters relating to the academy and to ensure sound management of the academy's finances and resources, including proper planning, monitoring and probity.

2. Membership

The Finance, Resources and Personnel Committee (FRPC) consists of a minimum of five people, including the Head Teacher. The Chair is to be elected by the governing body at the first General Meeting (GM). The committee has authority to co-opt non-voting members.

Please refer to the agreed committee structure.

3. Quorum

A quorum will consist of at least three members.

4. Meetings

The committee shall meet as necessary, but not less than once per term. A minimum of one week's notice, preferably longer, shall be given of the date and the purpose of the meeting.

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the governing body may attend any meeting of any committee but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

5. Chairmanship

The Chair is elected by the governing body at the first General Meeting.

If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

At each meeting of the full governing body, a brief report from the committee Chair shall be presented.

6. Partnership with the Head Teacher

In carrying out its functions, the committee will receive information and advice from the Head Teacher and other staff. Wider consultation will be sought where appropriate.

The Head Teacher is entitled (but not obliged) to attend all committee meetings and has full voting rights

The committee has the authority of the full governing body to detail of the school budget plan and, when necessary, authorise the Head Teacher to utilise discretion to enable day to day operation to be carried out effectively. Payments in excess of £5000 and ordering of goods & services of between £10001-£100,000, require additional authorisation, as detailed in the delegated terms of reference below.

The Head Teacher has delegated authority for all staffing appointments, appraisals and performance management decisions, with the exception of the Head Teacher Performance Management (*see separate terms of reference and standing order document*). Governors, selected from the entire governing body, are likely to be involved and encouraged to undertake roles alongside the Head Teacher and others in these duties; for example, where there are particular issues that relate to the Head Teacher or any other member of employed staff. This may include performance and disciplinary procedures, although this is delegated to the Head Teacher normally, but particularly appeals.

7. Minutes

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full governing body meeting. The approved minutes must be signed off by the committee Chair at the next Finance, Resources and Personnel Committee Meeting.

The agenda, signed minutes and any papers considered by the committee will be made available to any interested party who asks to review them. This will normally be done through the clerk to governors. Any confidential minutes or references to a named person, where disclosure would be without their consent, will be redacted.

8. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks:

In relation to the school finance, the committee is delegated:

- to consider the academy's indicative funding, notified annually by the DfE, and to assess its implications for the academy, in consultation with the Head Teacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body;
- to consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year;
- to contribute to the formulation of the academy's School Improvement plan, through the consideration of financial priorities and proposals, in consultation with the Head Teacher, with the stated and agreed aims and objectives of the academy;
- to receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the School Improvement plan;
- to liaise with and receive reports from the staffing/remuneration and curriculum committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them;
- to monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body;
- to monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate, to make recommendations for improvement;
- authorise signatories for the academy bank account and for said authorised signatories to act on behalf of the governing body to agree payment, in conjunction with the Head Teacher or Assistant Head Teacher of sums in excess of £5000;
- signatories for authorisation of higher funds are: Head Teacher, Assistant Head Teacher and other nominated SLT staff members, Chair of the Governing Body and Chair of the Finance, Resources and Personnel Committee;

- ordering Goods and Services (raising requisitions) up to £10000 is delegated to the Head Teacher, £10001 - £30000 is in conjunction with the Finance, Resources and Personnel Committee, and above £100000 subject to scrutiny of the whole Governing Body;
- virement of budget provision up to £10000 is delegated to the Finance Manager, who will report to the Finance, Resources and Personnel Committee. Virements between £10001-£30000 are delegated to the Head Teacher, who will report to the Finance, Resources and Personnel Committee, whilst those greater than £30000 require the whole Governing Body to review;
- oversee external Auditing of the entire accounts and present the financial situation of the school in the final academic school term to the full governing body, including assessment of allocation of resources relevant to the Pupil Premium and the Sports Premium. In addition, to respond to any issues arising from the audit of the academy's accounts and report back to the full governing body;
- recommend to its members and the full governing body the appointment or reappointment of the auditors of the academy;
- authorise the transfer of any funds from or to the teaching staff or ancillary accounts;
- review committee members' competencies in regards to continued professional development;
- to prepare the financial statement to form part of the annual report of the governing body to parents and for filing in accordance with Companies Act and Charity Commission requirements;
- to address all other issues that are listed in the 'Scheme of Delegation' document for Crosshall Junior School – Academy Trust and that may be varied from time to time in line with Government initiatives and direction.

In relation to the school premises, the committee is delegated to:

- ensure that the governing body, in its capacity as the employer, meets its responsibilities to ensure the health, safety and welfare of its employees under the current Health and Safety at Work legislation;
 - there is a Health & Safety working party, which reports to the FRPC. Please refer to Annex 1 for member details.
- in conjunction with the Head Teacher, ensure that the buildings and surrounding areas are maintained and kept in good working order. To plan strategically and approve any building improvement projects, and thereafter oversee the completion of any such projects.

In relation to Staffing, the committee is delegated to:

- ensure appropriate personnel policy and procedures are adopted as advised by Education Personnel Management (EPM);
- review the staffing structure (teaching and non-teaching), especially following a vacancy and at least annually in relation to the School Improvement Plan;
- review and develop staffing policies e.g. procedures for selection and appointment of staff, pay and continuing professional development, equal opportunities policies;
- monitor and review the academy's sickness absence policy;
- oversight of the appointment of supply teachers and other temporary appointments for up to one year's duration, together with all appointments of Lunchtime Supervisors, Teaching Assistants and other Ancillary staff;
- monitor the Performance Management process and be informed of incremental and managerial awards made by the Head Teacher to staff;
- ensure that the Performance of the teachers is reviewed annually and in accordance with regulations.

Appeals

In the event of an appeal, the governing body will convene an appeals panel (three governors, none of whom can have been involved in the original decision) to meet within ten working days of the receipt of the appeal notice. An applicant has the right to see all relevant papers and be accompanied / represented by a friend or trade union / professional association representative.

NB: Anyone employed at the academy, including the Head Teacher, must withdraw from a meeting of the committee during any discussion of the pay or performance appraisal of any individual working in the school. This does not include occasions when the governing body is considering the ISR for the school (and therefore the salary of the Head Teacher) before substantive appointment.

The Finance, Resources and Personnel committee agreed these terms of reference on 7th November 2023.