Cubitt Town Primary School : Financial responsibilities and terms of reference - 2023

SECTION 2: FINANCIAL RESPONSIBILITIES

This section looks in detail at the terms of reference for the Governors, committees and individuals with financial responsibilities.

a) Governing Body
b) Finance and General Purposes Committee
c) Committees with delegated financial responsibilities
d) Headteacher
e) School business manager
f) Deputy Head

A. A.GOVERNING BODY

Committees are responsible for decisions or recommendations of the Governing Body in accordance with Terms of Reference. All decisions made or actions taken must be reported to the full Governing Body at the following Governing Body Meeting. Committees are responsible for setting policies so that the management of the school can operate effectively. The monitoring role of the full Governing Body will be met by receiving reports from Committees.

General (applying to all Committees)

All Governors will be offered the opportunity to serve on committees. The Chair of Governors and Headteacher are ex-officio members of all committees.

The membership of each committee will be reviewed annually at a meeting of the full Governing Body at the start of the academic year.

The minimum number of Governors in each committee is three, including the Chair (who is invited to attend) and the Head. (Our aim is to achieve balanced representation of Governors). The quorum for meetings will be 2/3 of voting members, including the Head or representative.

In addition, Governors may co-opt other non-voting members on to committees.

Each committee will appoint a Chair, make arrangements for its own administrative support and hold meetings at least once per term, and otherwise as required.

Minutes of each committee meeting will be circulated to all governors at the time of the full Governing Body meeting (5 meetings per annum). The Chair of the committee will present the minutes, briefly summarising main points.

Terms of Reference may be altered after the agreement of the Governing Body at a full meeting.

The Governing Body of Cubitt Town Primary School has overall responsibility for all the financial aspects of the School.

Governing Body Terms of Reference

The full Governing Body of the School will meet once each term and otherwise as required. Its terms of reference are as follows:

- To agree constitutional matters
- To recruit new members as vacancies arise and to appoint new governors where appropriate
- To appoint or remove the Chair and Vice Chair
- To appoint or remove a Clerk to the Governing Body
- To establish the committees of the Governing Body and their terms of reference
- To appoint the Chair of any committee *(if not delegated to the committee itself)*
- To appoint or remove a Clerk to each committee
- To suspend a governor
- To decide which functions of the Governing Body will be delegated to committees, groups and individuals
- To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Governing Body is necessary
- To approve the first formal budget plan of the financial year
- To review the school's policies on an annual basis and formally agree amendments
- To review the delegation arrangements annually
- To approve the Schools Financial Value Standard (SFVS) on an annual basis.
- To formally approve the school's pay policy on an annual basis
- To consider an annual report, including statistical information, on decisions taken in accordance with the terms of the pay policy
- To review all the school's other policies on a cyclical basis and formally agree amendments
- To approve expenditure and virements in excess of £15,000

Finance and General Purposes Committee

The Finance and General Purposes Committee will meet once each term and otherwise as required

Terms of reference

The responsibilities of the Finance and General Purposes Committee are as follows:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date three-year financial plan where income data has been made available by the Local Authority
- To monitor expenditure against budget at least once each term and to report significant variances from the anticipated position to the Governing Body

- To ensure that the school operates within the Financial Regulations of the Local Authority
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements
- To make decisions on expenditure following recommendations from other committees
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To approve expenditure and virements over £15,000.
- To draft and keep under review the school's staffing structure in consultation with the Headteacher
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Finance and General Purposes Committee
- To consider any appeal against a decision on pay grading or pay awards
- Make arrangements to ensure that selection panels are available at short notice for appointments that are not delegated to the Headteacher.
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- In consultation with the Headteacher, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a costed Building Development Plan including a scheme of planned maintenance
- To establish and keep under review an Accessibility plan
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To ensure that Governors' responsibilities are discharged in respect of litter under the Environmental Protection Act 1990.
- To accompany the Headteacher and Premises Manager in an annual inspection of the school's premises and grounds and prepare a statement of priorities for their maintenance and development to be presented to the Governing Body.

Pay Committee

The Pay Committee, will have a membership of at least three governors (from all categories) and will meet no less frequently than once a year:

- To establish a Pay Policy for all categories of staff, in consultation with the Headteacher, staff and trade union representatives and to be responsible for its administration, annual review and presentation to the full Governing Body for approval

- To take decisions regarding the pay of the deputy and assistant Headteacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher
- To take decisions regarding the pay of the Headteacher following consideration of the recommendations of the governors responsible for the Headteacher's performance review
- To submit reports of these decisions to the Governing Body
- To ensure that the Headteacher is informed of the outcome of the decision of the Pay Sub-Committee and of the right of appeal.

Hearings Committee

Membership of the Hearings Committee shall be not less than three Governors.

The Governing Body may nominate a pool of Governors from which three will serve as the Hearings Committee to consider particular cases. If a Governor has a connection with the member of staff or the pupil or the incident that could affect their ability to act impartially they should not serve at the hearing.

The Committee shall meet as required

Terms of reference

- To make any determination to dismiss any member of staff *(unless delegated to the headteacher)*
- To make any decisions under the Governing Body's personnel procedures e.g. disciplinary, grievance, capability where the Headteacher is the subject of the action
- To make any decisions relating to any member of staff other than the Headteacher, under the Governing Body's personnel procedures (*unless delegated to the Headteacher)*
- To make any determination or decision under the Governing Body's General Complaints Procedure for Parents and others
- To make any determination or decision under the Governing Body's Curriculum Complaints Procedure, in respect of National Curriculum disapplication's, and the operation of the Governing Body's charging policy:

PUPIL DISCIPLINE COMMITTEE

Terms of Reference

Membership of the Pupil Discipline Committee shall be not fewer than three Governors of which the Headteacher may not be one, nor may any Governor with prior knowledge of the pupil or the incident.

The Governing Body may nominate a pool of Governors from which three will serve as the Pupil Discipline Committee to consider particular exclusions. If a Governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the relevant hearing.

The Committee shall meet as and when required

The responsibilities of the Pupil Discipline Committee are as follows:

- To consider representations from parents in the case of exclusions of 5 days or fewer. To consider representations from parents in the case of exclusions totalling more than 5 but not more than 15 school days in one term. A meeting of the Pupil Discipline Committee is to be held between 6 and 50 school days after receiving notice of the exclusion.
- To consider the appropriateness of any permanent exclusion or any exclusion where one or more fixed period exclusions total more than 15 school days in one term or where a pupil is denied the chance to take a public examination. A meeting is to be held between 6 and 15 school days after receiving notice of the exclusion.
- Any items which individual governing bodies may wish to include.

APPEALS COMMITTEE

Terms of Reference

Membership of the Appeals Committee shall be not fewer than three Governors of which the Headteacher may not be one, nor may any Governor with prior knowledge of the pupil or the incident. The Governing Body may nominate a pool of Governors from which three will serve as the Appeals Committee to consider particular exclusions. If a Governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the relevant hearing.

The Governing Body may nominate a pool of Governors from which three will serve as the Pupil Discipline Committee to consider particular exclusions. If a Governor has a connection with the member of staff or pupil or the incident that could affect their ability to act impartially they should not serve at the relevant hearing.

The Committee shall meet as and when required

The responsibilities of the Appeals Committee are as follows:

- To consider any appeal against a decision to dismiss a member of staff made by the Hearings Committee.
- To consider any appeal against a decision short of dismissal under the Governing Body's personnel procedures (e.g. disciplinary, grievance, capability).
- To consider any appeal against selection for redundancy.
- Any items which individual Governing Bodies may wish to include.

HEADTEACHER'S PERFORMANCE REVIEW PANEL

Terms of Reference

Membership of the Headteacher's Performance Review Panel shall be not fewer than two Governors of whom the Headteacher and staff governors may not be participants. The Committee shall meet as and when required, but at least twice per year.

The Responsibilities of the Headteacher's Performance Review Panel shall be as follows:

- To arrange to meet with the External Adviser to discuss the Headteacher's performance targets.
- To decide, with the support of the External Adviser, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against the targets.

To make recommendations to the Finance and General Purposes Committee in respect of awards for the successful meeting of targets set.

D. CURRICULUM COMMITTEE

The Curriculum Committee will meet once each term and otherwise as required

Terms of Reference

a. To advise the Governing Body on the School's Curriculum Statement with reference to the LA Curriculum Statement and their statutory obligations regarding the National Curriculum.
b. To receive reports from staff about all matters to do with the curriculum.
c. To review the policy and provision for collective worship and for Religious Education and make recommendations.
d. To review the policy and provision for sex education and make Recommendations.
e. To ensure that the requirements of children with special needs are met, and to receive reports from the nominated SEN Governor.
f. To review the information about school performance required to be published under the Parents Charter.
g. To contribute towards the School Development Plan.
h. To review the policy on attendance and make recommendations.
i. To review the policy on behaviour, and to advise the Governing Body on discipline and pastoral matters concerning pupils.
j. To ensure that the National Curriculum is followed.
k. To assist the Headteacher in the production of the school prospectus and school profile.
l. To monitor review and ratify whole school policies
m. To monitor SATS results and evaluate progression between Key Stages
n. To analyse the school's IDSR and NEXUS reports
o. To be involved in the monitoring of achievement and assessment throughout school.

E. HEADTEACHER

It is the resolution of the Governing Body that the Headteacher should act in the role of Chief Executive. Accordingly, the Governing Body will expect the Headteacher to take responsibility for making proposals about the educational charter and mission of the school, for the organisation, direction and management of the school and leadership of the staff and for the determination of the school's academic and other activities.

The Headteacher has a key role in all financial matters. The specific controls exercised are detailed elsewhere in the manual and together with the Senior Administrative Officer the Headteacher will be aware of all financial transactions, including:

a. Returns to the LA

b. Authorisation of pay and amendments thereto
c. The authorisation and countersignature of certain orders (Section 3.c for cheque and payment mandate restrictions).
d. Taking responsibility, with the Governing Body, for the appointment of staff.
e. ensuring that pay recommendations for the deputy and assistant Headteacher(s), classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy
f. advising the Pay Committee on its decisions
g. ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.
h. The implementation of the school's staff disciplinary procedures as appropriate.
i. Keeping under review and advising the Governing Body on the condition, use and adequacy of the buildings and grounds.
j. Overseeing the preparation of Capital Bids in accordance with the objectives set out by the Governing Body under the Development Plan.
k. Reviewing on a regular basis, with the Premises Manager, the Health and Safety Policy for the school and implementing the same within the budgets available.
l. Preparing, in conjunction with the school's appointed financial consultant, the annual estimates of income and expenditure and cash flow forecasts, in line with the School Development Plan, Building Maintenance Programme, etc.
m. Approving expenditure and virements up to £10,000

The Headteacher's delegated powers are reviewed on an annual basis

FINANCIAL CONSULTANT

The Governing Body has chosen to appoint an external financial consultant to assist and advise the Governing Body, Headteacher and Senior Administrative Officer on financial practices and procedures. The principal role of the consultant will be:

1. To assist the Headteacher and Finance and General Purposes Committee in the preparation of the annual and three year budget plans for the school
2. To prepare monthly statements of account for presentation to the Headteacher and the Finance and General Purposes Committee
3. To advise on updates and amendments to the school's financial procedures manual
4. To review the operation of the school's payroll and monitor expenditure against budget
5. To assist the Senior Administrative Officer in the preparation of the school's monthly and annual financial returns to the LA
6. To advise on changes to the local and national regulatory framework
7. To be conversant with the general principles of taxation applicable to the school
8. To advise on the best utilisation of school funds and the investment of them accordingly
9. To assist the Headteacher and Finance and General Purposes Committee on dealing with financial matters.

School Business Manager

<u>Responsibilities</u>

The School Business Manager will be exclusively responsible for the following general areas within the school:

a. Maintaining all school records of accounts
b. Assisting the School's financial consultant in the monitoring of the budget.
c. Being responsible with a pay agency for the accuracy, completeness and validity of pay returns and for the payment of all salaries, including PAYE, NIC and Superannuation.
d. Administration of pension schemes and other schemes where appropriate
e. Liaising with the school's personnel advisers on employment contracts for all staff
f. Working in conjunction with the Headteacher in respect of marketing the school
g. Arranging lettings, when applicable, in conjunction with the Premises Manager

The School Business Manager will be directly responsible to the Headteacher

Main Duties

B. ACCOUNTING and FINANCE

1. Keeping all school accounts and, with the school's financial consultant, preparing income and expenditure reports in accordance with the LA financial regulations and preparation of accounts for submission to the school's auditors. Maintenance and oversight of bank accounts (Investment, deposit, non-public, etc) VAT accounting and payment (if necessary). Overseeing cash handling (collections and disbursements, banking and security in conjunction with the school's office staff)
2. Monitoring of payment of salaries by the school's pay agency.
3. Scrutinising, in conjunction with the nominated staff members and attending to payment of all invoices and statements of account.
4. Operating the school's computerised accounts package.
5. Processing all petty cash claims and reimbursements
6. Maintaining contact with statutory authorities and other organisations

A. Income

1. Overseeing the receipt of income and the counting of cash and preparing for it to be taken to the Bank by the Premises Manager.

C. PAYROLL and PERSONNEL

1. In consultation with the Headteacher the preparation of all the necessary data for pay and the Teachers' and Local Government Pension Schemes when:-
    a. A new appointment is made to the staff,
    b. Changes are made to an existing employee's terms and conditions,
    c. An employee's contract of employment is terminated.

2. Ensuring that all staff personnel details, including contracts, pay matters, service details and other matters, whether kept in a file or on disk are securely locked away as agreed with the Information Commissioner for Data Protection purposes.

D. GENERAL

1. Responsible for financial administration within the school

2. Processing staff- travel claims when required.
3. Checking bank statements and preparation of monthly bank reconciliations
4. Processing of data for salary and pension payments.
5. Carrying out such other duties as required by the Senior Leadership Team.

B. Purchasing

1. Checking order requisitions
2. Raising orders and sending to suppliers
3. Checking delivery notes to orders
4. Checking invoices for calculations and against goods received
5. Processing purchase invoices into the computerised accounts package
6. Sending school cheques, electronic payments and remittance advices to suppliers

DEPUTY HEAD/ASSISTANT HEAD

1. To determine in conjunction with Headteacher and Senior Management Team the departmental/ individual needs for training or development
2. To act as a cheque signatory or electronic payment approver of the school's bank accounts

ADMINISTRATIVE ASSISTANTS

1. Responsible for placing orders and raising queries with suppliers
2. Counting dinner money and preparing for its banking

PREMISES MANAGER

1. Responsible for all Site and Services regarding maintenance and also including, electricity, gas, water and waste, security and alarm, grounds maintenance, catering, cleaning, TV and videos, pest control, fire extinguishers, alarms and smoke detectors.
2. Responsible for all Site and Services regarding upgrading works
3. Responsible for Health and Safety matters
4. Responsible for Security and Alarm services
5. Responsible for the banking of cash

GENERAL

Cover in the absence of key financial personnel

In the absence of any personnel detailed in this manual, the following positions would cover for the responsibility of authorising payments, orders, tenders, etc. They would not be employed to fulfil the duties of that position on a daily basis.

Member of Staff	Assistant
Chair of Governors Chair of Finance and General Purposes Committee	Vice Chair of Governors Vice Chair of Finance Headteacher

Headteacher	Deputy Head/Assistant Headteacher
School Business Manager	Financial Consultant, Admin Assistant Headteacher
Deputy Headteacher	Headteacher Assistant Headteacher