

# Lever Edge Primary Academy



## Finance and Personnel Committee Remits

Reviewed Autumn Term 2024

## **Finance Committee**

### **Members**

Mrs K James, Mr J Shepley (Chair), Mrs A Sultan (Vice Chair), Mrs K Alam, Mrs S Qader and Mrs Concannon (Board observer)

### **Terms of Reference**

The Academy Trust handbook 2023 requires that every Academy Trust must establish a committee, appointed by the Trust Board, to provide assurance over the suitability of, and compliance with, its financial systems and operational controls. The Trust must establish either:

- A dedicated audit committee; or
- An existing committee whose combined remit includes the function of an audit committee. This could be an addition to the terms of reference to an existing committee, such as a finance committee.
- All trusts with an annual income of over £50 million must have a dedicated audit committee

Lever Edge Primary's Finance Committee have included the terms of reference for the audit committee within this remit.

The Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis.

### **Composition**

As noted in the Academy Trust handbook 2023 staff employed by the Trust should not be members of The Finance Committee however, the Head Teacher, in his/her role as Accounting Officer, and/or the School Business Manager, in their role, will normally attend meetings of the Committee.

### **Quorum**

The number of members of the Finance Committee should be no less than three Trustees.

### **Frequency of Meetings and Proceedings**

Meetings shall be held three times a year and at such other time as the Chair of the Committee shall deem to be appropriate to coincide with key dates in the Academy's financial reporting cycle.

The external auditor may request a meeting if they consider that one is necessary.

### **Role**

The Finance Committee is to maintain an oversight of the Academy Trust's governance, risk management, and internal control framework. The Committee reports its findings/recommendations to the Trust Board and the Accounting Officer as a critical element of the Trust's annual reporting requirements.

### **Duties**

Report on decisions taken under delegated powers to the next meeting of the Board of Trustees.

### **Budget**

- Set the annual Academy budget prior to the start of each financial year and recommend its acceptance to the full Board of Trustees
- Consider budgetary control reports from the School Business Manager on the Academies financial position termly, taking appropriate action to contain expenditure within the budget and report to the full Board of Trustees

- Review the virement of funds, subject to a limit of £30,000.
- Report to the full Board of Trustees all significant financial matters and any actual or potential over-spending.

### **Audit**

- Consider the annual and long-term audit programme, ensuring that the Trust's internal controls are subject to appropriate independent scrutiny at least in accordance with Government standards
- To make recommendations to the Board in relation to the appointment, reappointment and removal of the external auditor and to approve the remuneration and terms of engagement of the external auditor
- Review and receive the draft financial statements, from the external auditors, highlighting any significant issues to the Board, prior to the submission to the Secretary of State by the 31<sup>st</sup> December.
- Retain an independent internal auditor to review the financial controls at the Trust and identify any risks
- Review the reports of the internal auditor and agree a programme of work to address any identified risks
- Consider all relevant reports by the internal and external auditor, including reports on the Trust's accounts, achievement of value for money and the response to any management letters

### **Risk**

- Monitoring the risk profile of the Academy against the Trust Board's desired risk appetite;
- Monitoring the effectiveness and output of the annual risk management process;
- Assessment of the overall population of risk within the Risk Register, including any changes during the period

### **Purchasing**

- Authorise the award of orders and contracts over £50,000 and up to £100,000.

### **Business Continuity**

- To develop and continually monitor the effectiveness of a Business Continuity Plan.

### **Insurances**

- Ensuring that Risk Protection Insurance is in place via the DFE.

### **Security of Assets**

- Ensure an annual independent check of the asset register.
- Authorise the disposal of equipment and materials with an original purchase value of up to £5,000 and report such authorisations to the Board of Trustees.

### **Policies**

The finance committee is responsible for deciding and reviewing, on an annual basis, the contents of the following policies:

- |                                  |                            |
|----------------------------------|----------------------------|
| • Pay Policy                     | • Risk Register            |
| • Data Protection Policy         | • Business Continuity Plan |
| • Trustees Allowances Policy     | • Reserves Policy          |
| • Register of Pecuniary Interest | • Whistleblowing Policy    |
| • Staff Appraisal Policy         |                            |

## **Head Teacher**

### **Budget**

- Review income and expenditure reports and highlight actual or potential over-spending to the Finance Committee
- Approve virements of over £10,000 and up to £30,000 and report such approval to the Finance Committee

### **Financial Management**

- Ensure the arrangement for collection of income, ordering of goods and services, payments and security of assets are in accordance with financial regulations

### **Purchasing**

- Authorise orders and contracts up to £50,000
- Ensure all contracts and arrangements conform to financial regulations

### **Payroll and Personnel**

- Approve new staff appointments
- Certify the payment of salaries each month in conjunction with the School Business Manager
- Subject to the constraints of the school spending plan, recommend to the Finance Committee amendments to pay including the annual review of pay

### **Security of Assets**

- Ensure that proper security is maintained at all times

### **Accounts and Audit**

- Ensure that adequate operational controls are in place and that the principals of internal control are maintained
- Ensure that accurate and up to date financial records are maintained
- Ensure that all financial records are available for audit

## **School Business Manager**

### **Budget**

- In conjunction with the Head Teacher, prepare an annual draft budget for consideration by the Finance Committee
- Carry out monthly monitoring of expenditure and income against the approved budget
- Submit reports on the Academies financial position termly to the Finance Committee
- In conjunction with the Head Teacher, approve virements between budget headings up to £10,000

### **Purchasing**

- In conjunction with the Head Teacher, authorise contracts and orders over £7,000 and up to £10,000
- Maintain a register of contracts entered into, amounts paid and certificates of completion
- Retain copies of quotes obtained
- Ensure all invoices are certified by authorised staff before payment
- Ensure the appropriate division of duties between staff responsible for processing orders, receiving deliveries and processing payments

### **Payroll and Personnel**

- Notify the payroll provider of any payments to employees
- Ensure that the monthly payroll is checked and in conjunction with the Head Teacher

### **Income**

- Ensure income is accurately accounted for and is promptly collected and recorded

**Banking Arrangements**

- Maintain proper records of account and review monthly bank reconciliations

**Insurances**

- Notify the Finance Committee of any eventuality that could affect the Academies insurance arrangements

**Security of Assets**

- Maintain a permanent and continuous register of all items of equipment above the value of £1000

**Information and Communication Systems**

- Maintain security and privacy of data in accordance with the General Data Protection Regulations (2018)

## **Personnel Committee**

### **Members:**

Mrs K James, Mr J Shepley (Chair), Mrs A Sultan (Vice Chair), Mrs K Alam, Mrs S Qader and Mrs Concannon (Board observer)

### **Terms of Reference**

The Personnel Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis.

- to formulate staff management policies;
- subject to the constraints of the school spending plan, to have delegated power to deal with individual staffing issues i.e., conditions of employment and appointments to all teaching posts other than the Head.

### **Composition**

As noted in the Academy Trust handbook 2023 staff employed by the Trust should not be members of the Personnel Committee, however, the Head Teacher, in his/her role and/or the School Business Manager, in their role, will normally attend meetings of the Committee.

### **Quorum**

The number of members of the Personnel Committee should be no less than three Trustees.

### **Role**

The Personnel Committee members will aim to:

- Achieve the aims of the whole school pay policy in a fair and equal manner;
- To observe all statutory and contractual obligations;
- To minute clearly all meetings and report decisions to a full meeting of the Board of Trustees;
- To keep abreast of relevant developments and to advise the Board of Trustees as necessary.

### **Duties**

Report on decisions taken under delegated powers to the next meeting of the Board of Trustees.

## **PAY COMMITTEE**

### **SUB-COMMITTEE OF THE PERSONNEL COMMITTEE**

### **Members**

Mr J Shepley (Chair), Mrs A Sultan (Vice Chair), Mrs S Qader and Mrs K James (advisory only)

### **Terms of Reference**

Subject to the constraints of the Academy's spending plan, to have delegated power to deal with individual staffing issues, e.g. pay (including the annual review of pay).

### **Quorum**

The number of members of the Pay Committee should be no less than three Trustees.

## **Role**

For the purposes of carrying out the annual review of pay, the Head Teacher or his/her representative will act in an advisory capacity only. (No teacher or staff representative Trustees will be eligible. Regulations are unclear as to 'pecuniary interest' but it would avoid potential problems if employees were not involved in the determination of pay).

## **Duties**

The Pay Committee will endeavour

- to achieve the aims of the whole school pay policy in a fair and equal manner;
- to apply the criteria set by the whole school pay policy in determining the pay of each member of staff and the annual pay review;
- to minute clearly all meetings and report decisions to a full meeting of the Board of Trustees;
- to keep abreast of relevant developments and to advise the Board of Trustees on a review date for the school's pay policy.

The Board of Trustees will receive the report of the Personnel Committee after the annual review (in confidence) and will either endorse decisions or refer back without debate in order not to prejudice any appeal. Endorsed decisions will be communicated to each individual by the Head Teacher in writing. In the case of the Head Teacher, the Chair of Trustees will inform the Head Teacher in writing of the Boards' decision.

As required by the document, all teaching staff salaries, including the Head Teacher's and the Deputy Head Teacher's, will be reviewed annually to take effect from 1 September of each year.

Every teacher will receive a points statement by the end of the Autumn Term.

Notification of any appeal against the points statement must be received by the Head Teacher, with a copy to the Chair of Trustees, within 14 days of issue of the statement.

An appeal from the Head Teacher must be made in writing directly to the Chair of Trustees.

In the event of an appeal the Board of Trustees will convene an Appeals Panel comprising three Trustees other than those on the Personnel Committee to meet within 10 working days of the receipt of the appeal notice. Any appellant has the right to see all relevant documentation and to be accompanied and/or represented by a friend or Trade Union/Association representative.

The decision of the Appeal Committee will be final.

**Grievance, Discipline, Capability and Staffing Reductions Committee** (to meet if required).

Trustees will be called on, to serve on this committee subject to their impartiality and availability.

## **Quorum**

The number of members of the Grievance, Discipline, Capability and Staffing Reductions Committee should be no less than three Trustees.

## **Terms of Reference**

To hear any matters arising from invocation of the grievance, disciplinary, capability or staffing reduction procedures.

**Appeals Committee** (to meet if required)

Trustees will be called on, to serve on this committee subject to their impartiality and availability.

## **Quorum**

The number of members of the Appeal Committee should be no less than three Trustees.

## **Terms of Reference**

To hear any appeals arising from decisions of the Grievance, Discipline, Capability and Staffing Reductions Committee.

## **Head Teachers Performance Management**

### **Members**

Mr J Shepley (Chair), Mrs A Sultan (Vice Chair) and Mrs F Umal

### **Terms of Reference**

To set targets for, and to review, the Head Teacher's performance, with reference to Pay and Appraisal Policy.

## **Joint Consultative Committee** (to meet as required)

### **Members**

All members of the Personnel Committee plus the following representatives:

- one nominated Unison member (Admin and Teaching Assistant); the relevant staff to serve in rotation.
- the nominated Unison member (Caretaker and School Meals Supervisory Assistant) - to be nominated;
- three permanent members of the teaching staff - one ATL representative, one NUT representative and one NAS/UWT representative.

## **Statutory Pupil Discipline Committee**

Trustees will be called on, to serve on this committee subject to their impartiality and availability.

## **Quorum**

The number of members of the Statutory Pupil Discipline Committee should be no less than three Trustees.

## **Terms of Reference**

To operate within the terms of the Local Authority's pupil exclusion guidelines by considering representations relating to any pupil excluded from the school, and to consider any cases of permanent exclusion.