



Terms of Reference

Premises, Personnel & Finance (PPF) Committee

2023-24

General Terms

- To act on matters delegated by the Governing Board.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership

- The membership shall be a minimum of four governors plus the headteacher in his/her voting capacity and non-voting members.
- The committee members can ask the Governing Board to appoint up to two non-voting members with appropriate financial skills.
- The committee shall elect a chair and annually.

Quorum

- For this committee to be quorate, there must be a minimum of 3 of the current governor members of the Committee.

Meetings

- The committee will meet at least three times in each academic year, preferably once in each term, with additional meetings called when necessary.
- The committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number. The Committee shall elect a Chair annually.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Governing Board and will be presented, including any decisions taken and recommendations made that the Governing Board needs to vote on, at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To agree and propose to the Governing Board for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
- To delegate appropriate functions and responsibilities to the Headteacher as required:
 - Headteacher to be responsible for administration of the budgets, day to day control and monitoring
 - The Headteacher may approve expenditure for single items of expenditure and cumulative expenses and virements between budget headings up to a limit of £10,000 without prior permission, but to report this to the Committee
 - The committee may approve expenditure of between £10,000 and £15,000. The Governing Board must approve any expenditure in excess of £15,000.

Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the Governing Board and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees, where necessary, and provide them with the information they need to perform their duties.
- Subject to the Head Teacher Delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To approve the Schools' Financial Value Standard (SFVS) for recommendation for submission by the WGB.
- To ensure any remedial action identified as part of the SFVS is undertaken.
- To receive and act upon any issues identified by a local authority audit.

Personnel

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy, and recommendation for approval by the WGB.
- To receive and review the annual staff appraisals and pay progression, and recommend pay progressions for approval by the WGB,
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Board for approval.

- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the Governing Board staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g., training.
- Ensure the withdrawal of the individual if he/she has a business or pecuniary interest in the business of the committee.
- Agree to undertake training to keep up to date with national and local trends and policies.
- The committee will review the Gifts and Hospitality Policy and register on a termly basis.
- The committee will monitor and review suppliers providing services valuing, either singularly or cumulatively over £10,000, (not on the Birmingham City Council Approved Suppliers List) and either request three quotations or agree the exceptional circumstance and full justifications presented.
- The committee, and reporting to the Governing Board, will have due regard to and comply with public procurement tendering limits applicable at the appropriate time.

Premises

- To provide support and guidance for the Governing Board and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Governing Board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Board.
- To ensure professional surveys and emergency work as necessary.
 - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments where tendering process applies as per the Head Teacher Delegation Statement.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the Governing Board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- In consultation with the Headteacher, to oversee premises-related funding.

NB: These terms of reference will be reviewed and updated at the beginning of each academic year for approval by the Governing Board.

Reviewed autumn 2023
To be reviewed autumn 2024