

Forest Alliance of Nursery Schools Governing Body (for Church Hill and Low Hall Nursery Schools)

Finance, Pay & Personnel Committee Terms of Reference

To be reviewed annually by the committee. Last reviewed Autumn Term 2020

Membership: (To be established by the full governing body)

- (a) 3 governors and the Executive Head Teacher. (EHT)
- (b) Where the EHT is not a governor, she/he may attend all meetings.
- (c) The committee may make recommendations to the full governing body about co-opting additional and associate non-voting members.
- (d) Voting rights may be conferred on non-governor members by the full governing body

Quorum: 3 governors

Chair: Elected by committee

Meetings: As required to carry out duties effectively but at least 1 per term. To be arranged by committee members through Chair of the committee and to align with the Annual Cycle of Business for the schools.
All meetings to be minuted for reporting back to the full governing body and any other governance meetings as relevant. (Chair to be responsible)

Brief (Powers delegated by the full governing body):

To provide guidance to the governing body and head on all matters relating to finance as outlined in the School's Financial Regulations & Standing Orders and the agreed local authority financial regulations applied to children's centres. To provide guidance on Pay and personnel matters as outlined in national and local employment regulations, terms and conditions.

These will include:

- Receiving regular financial reports from the executive head teacher and school business manager.
- Securing the preparation of financial reports for presentation to the full governing body and outside organisations e.g. LBWF, OFSTED, etc.
- Ensuring annual budgets are drawn up to secure good delivery of the National EYFS framework and other early years education legislation.
- Ensuring an annual cycle of financial business is followed so that budget plans and monitoring reports are submitted to the full governing body for approval.
- Working with the head teacher and delegated managers/leaders in reporting to the full governing body on the outturn figures provided by the local authority department.
- Monitoring management of the agreed budgets in accordance with the School's Financial Regulations.
- Working with other committees to monitor implementation of the financial, pay and personnel aspects of FANS strategic intents, priorities and the schools' plans and policies.
- Ensuring that good practice, as laid down in the School's Financial Regulations & Standing Orders is followed in the management and administration of the two schools' finances.

- Ensuring that financial recommendations and plans are aligned with school priorities for high quality, sustainable education and care for under-fives and that equalities legislation is met.
- Ensuring compliance with national employment legislation and the local authority's manual on Personnel Policies and Procedures and to take advice, as necessary, from LA officers and advisers.
- Ensuring personnel policies and procedures take full account of national legislation and changes for the relevant sectors of employees in both schools.
- Ensuring that equal opportunities issues are given full consideration in all staffing matters.
- Ensuring that safeguarding issues are given full consideration in all staffing matters.
- Ensuring there are enough governors and senior managers who have undertaken up-to-date training and professional development in safer recruitment, handling grievances, complaints and disciplinary matters and other essential employment legislation.
- Ensuring an effective and relevant performance management and appraisal policy and an effective and relevant supervision policy are being implemented to maintain standards and align with the schools' strategic intents and targets/outcomes.
- Ensuring there are effective powers of delegation in place to enable the EHT and senior staff to lead on personnel matters, staff recruitment and retention and salary setting.
- Ensuring there is a relevant and up to date Pay Policy in place across the whole federation of schools and extended services and that annual pay reviews are conducted with the EHT and pay panel.
- Ensuring there is effective business continuity planning and practice in the current context of national pandemic and crisis management.