



**Portchester Community School
Finance, Personnel, Resources and Community Committee**

Terms of Reference 2020-2022

Purpose of Committee:

This committee will have delegated responsibility for monitoring and reviewing the Financial, Personnel 'Resources and Community (FPRC) matters of Portchester Community School.

This document is provided to outline the working structure for the FPRC Committee for the 2020-2022 school years. It is reviewed biennially.

Terms of Reference (ToR) 2020-2022:

Introduction:

The committee shall meet as a minimum once a term; the committee will be quorate when at least 50% of its members are present and everyone receives a voting right

Formal minutes from FPRC Committee meetings are, once approved, filed in a separate ring binder and a copy is kept in the Governors filing cabinet(s), located in the school reception area

The purpose of this committee is to carry out the following tasks:

Evaluation and Reporting:

- The Committee shall demonstrate their accountability to parents by means of the:
 - Audits and monitoring compliance with **School Financial Value Statement (SFVS)**
 - Reviewing/ analysis of the overall school's financial performance using the benchmarking tools

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Meeting Content:

- Each FPRC Committee meeting shall include the following;
- Headteacher's Report - verbal at the meeting.
- Financial review against budgets
- Chair's Action and Correspondence - The Chair will formally record any decision taken within delegated powers by recording them for the next Full Governing Body (FGB) meeting. –
- The Chair will record all post received and action taken as a result, for the next FGB meeting.

Support to the Finance, Personnel, Resources and Community Committee:

- A member of the School leadership team and the Finance Manager will be invited in attendance when matters of the budget are to be discussed
- The School Community Manager will be invited in attendance when matters of the Community are to be discussed

Finance, Personnel, Resources and Community Committee:

- To consider in detail the draft budget prepared to cover the ensuing Financial Year
- To determine whether the proposed expenditure can be contained within the forecast allocation of funds to the school and any other funds available
- To consider the proposed spread of expenditure
- To present the draft budget for agreement at an FGB Committee meeting
- To ensure that at least one member of the committee is qualified to review and advise on the school accounts
- To monitor expenditure against the approved budget during the using financial information provided by the School and the Local Education Authority (LEA).
- To meet as necessary to discuss any marked divergence from the planned expenditure and recommend to the Headteacher action to be taken to recover the situation
 - If this action involves a major revision of the budget, or the use of money earmarked for projects, then appropriate recommendations will be made to the FGB
- Overall monitoring and costing of the School Development plan
- Review annually all policies in respect of changes recommended by the DoE or those that require updating as specified in the Policy Control Document
- To consider, with the Headteacher, the number of staff which should be employed to meet the needs of the school within the constraints of the available budget
- Where there is a Headteacher or a Deputy Headteacher vacancy to devise a job specification in consultation with the Headteacher and to ensure that appropriate arrangements are made for advertising the post, considering applications, seeking references, drawing up a short-list and arranging interviews
- To monitor the appointment of all staff below the level of Deputy Headteacher
- To act on behalf of the FGB in all matters of staff discipline and professional support
- To act on behalf of the FGB in respect of any grievance issues
- To consider any representation from the staff representatives of any recognised trade union body
- To monitor approved programmes and expenditure
- To ensure that school Community funds are identified and managed separately from School funds, ensuring that they are not overspent, and are used for the benefit of the wider community.
- To evidence that fees are collected, and they are sufficient to cover costs to achieve the stated aims.

ToR for the Finance, Personnel, Resources and Community Committee 2020-2022

- To encourage and oversee the involvement of Portchester Community School students within the wider Community provision where it is safe and prudent to do so and is of mutual benefit.
- To ensure that all Community services offered by the school are welcoming and well managed.
- To overview the whole of the school Community provision, ensuring that it is robust, balanced, inclusive and wide ranging.
- To report on the school community service to any interested stakeholders.
- To act as a critical friend to all the school community staff, assisting/advising where appropriate or required.
- To encourage partnership with other local community groups.
- To review and approve the Community provisions annual service plan
- To consider community matters specifically referred to the committee.
- To consider complaints relating to any school community services and activities.
- To review, annually, the Data Protection Incident Log

General:

- The FPRC Committee shall review its ToR biennially bi-annually and recommend any alterations to the Governing Body
- Committee meeting dates are scheduled with the FGB meetings
- FPRC Committee shall elect biennially bi-annually at the end of the school year a Chairman, and Vice Chair for the following two years
- FPRC Committee shall meet as instructed by the Governing body
- Seven (7) days notice (comprising a written agenda) shall be given before a meeting of a committee. Notice shall be copied to the Chairman of the Governing Body, the Headteacher and the Clerk to the Governors
- Each meeting shall present written minutes to the next available meeting of the FGB; and shall clearly indicate which matters (if any) have been resolved and which are recommended to the FGB for approval
- The Chairman of the FGB and the Headteacher are ex officio members of the FPRC Committee with voting rights
- The FPRC Committee may invite members of the school staff and/or others, as appropriate, to attend one or more meetings to provide advice or to contribute to discussion
- Each full member of the FPRC Committee, including the Headteacher and the Chair of the Governing Body, has a single vote
- Each committee will include in their ToR the obligation to consider the relevant parts of the School Strategic Plan and policies for regular monitoring and reviewing
- Finance, Personnel, Resources and Community Committee will be responsible for the maintenance and approval (or recommendation to the FGB if necessary) of all policies as listed in their Terms of Reference.

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Approved by FGB: September 2020
Review Date: June 2022

Delegation:

- Management of the budget and power to vire up to £1,000 between cost centres
- The FGB delegates in principle to the Headteacher, the authority to make contract renewal, termination and dismissal decisions in accordance with the 'Manual of Personnel Practice' although acknowledging that there are instances where delegation of specific dismissals is not appropriate.
- FPRC Committee will be responsible for the maintenance and approval (or recommendation to the FGB if necessary) of all policies – this delegation can be extended to the FPRC tasking groups so long as the group are quorate in accordance with these ToR
- The Governing Body delegates to the FPRC Committee:
 - The ability to vire between the major heads of expenditure
 - All matters of staff discipline, professional support and grievance as set out in the ToR of the Committee
 - Approvals of the annual budget revision return to be submitted to the Local Authority.
 - Within the budgetary guidelines the Committee will have devolved powers to authorise the virement of monies to the best advantage of the school
 - Assist in the management of the best value options when required
 - Within the budgetary guidelines the Committee will have devolved powers to handle the ongoing security requirements of the school and be responsible for the Governors' legal requirements in respect of Health and Safety legislation
 - Approve proposals brought on an annual basis by the Headteacher regarding the staffing plan
 - Within the task group meetings (ten days prior to FPRC the budget will be discussed and approved in principle, a full visit report must be provided
 - This meeting must be quorate in accordance with these ToR conditions
 - Review and agree the limit of the budget authority delegated to the Headteacher for single expenditure. The limit for the period September 2020 to July 2022 is £5,000. In the absence of the headteacher the Deputy Head will have the delegated authority to approve expenditure to the same limits as the HT
 - This limit cannot be used towards any constituent part of a larger expenditure project, such that the total of the project would exceed that limit
 - The Headteacher will initially discuss with the Chair of Governors and then report to the next Full Governing Body meeting on any such expenditure

Finance, Personnel, Resources and Community Committee - Tasking groups:

The FPRC Committee will need to meet as a tasking group (the task group meeting dates will be defined in the governor's calendar) this group will review activities including but not limited to:

- Pre-meetings for the Finance, Personnel, Resources and Community Committee
- Benchmarking
- Audits
- Policies

Quorum and other membership requirements where applicable, shall be as listed in the 'Terms of Reference' for the Finance, Personnel, Resources and Community Committee

The Vice Chair of the FPRC committee will be responsible for coordinating requirements for the Audit meetings to include liaising with the Finance Manager to ensure the availability and checking with governors to ensure full attendance can be achieved

Attendance invitations for Benchmarking and Audit meetings is extended to all governors within the FGB if they would like to support the FPRC committee members

Governors Monitoring Programme for the Year - Agenda Focus:

Autumn Term

Financial Update – to include
Progress against current budget for all codes
Presentation of Budget Review
Debtors
Community update
Approval of the Annual Service Plan and Budget review
Progress against current budget
Policy review
Pupil premium
Headteachers update
Report on Headteachers Performance Management
Initial date TBC as subject to Governors review being completed by this meeting

Spring Term

Financial Update – to include
Progress against current budget for all codes
Presentation of forward budget / Review & Approval new budget for all codes
Final review and approval of the School Financial Value Standard (SFVS)
Detailed presentation of SEN Funding
Debtors
Pupil premium
Community update
Presentation of forward budget / Review & Approval Budget
Policy review
Benchmarking Review/ Report
Headteachers update

Summer Term

Election of Officers
Preparation for the new Academic Year
Monitoring Programme for the academic year
Terms of Reference
Financial Update – to include
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ToR for the Finance, Personnel, Resources and Community Committee 2020-2022
Progress against current budget – all codes
Status of current contracts for catering and cleaning
Debtors
Community update
Policy review
HIAS Visits – report on discussion with Headteacher and / or Deputy
Headteachers update

These Terms of Reference having been fully reviewed and approved at a Full Governing Body Meeting

Held on:

Signed: (Chair)

Date:..

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