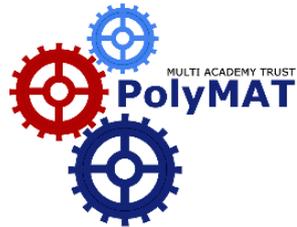




Woolwich Polytechnic  
**School for Boys**



Woolwich Polytechnic  
**School for Girls**

# TRUSTEE BOARD OF POLYMAT TERMS OF REFERENCE FOR THE FINANCE AND PERSONNEL COMMITTEE

Reviewed: August 2021  
Approved by Trustees: September 2021  
Due for review: September 2022

## **Membership**

The Trustees of PolyMAT shall determine and review annually at the first meeting of the school year the terms of reference and membership for this committee.

## **Quorum Number**

3 Trustees or where greater, one third (rounded up to a whole number).

## **Chairing**

The committee will appoint the Chair to this committee annually.

## **Attendance**

Members of the committee, the Head Teachers and the Clerk to the committee have a right to attend committee meetings. Any other person may attend as long as the majority of members of this committee shall be Trustees.

## **Meetings**

The Finance and Personnel Committee shall meet at least six times per year. The December meeting will be to approve the final accounts.

## **Terms of Reference**

1. Oversight of the day-to-day operation of the school finances, with due regard to the requirements of the Academy Trust Handbook and the Academy Funding Agreement.
2. Approve financial allocation to each Academy, net of central costs.
3. In consultation with the Head Teachers, the Chief Operations Officer and the Finance Manager, approve the budget plans for each Academy.
4. The Chair and Vice Chair to monitor the monthly management accounts
5. To monitor the monthly management accounts at the committee meetings, 6 times per year.
6. To monitor the impact of spending decisions upon educational outcomes in each school.
7. To recommend for approval the scheme of delegation in line with the financial guidance for the day-to-day financial management of each school.
8. To recommend proposals for the delegation of authority to the Head Teachers to take action on minor items of repair and maintenance work subject to a specified financial limit, set at £10,000.
9. To recommend the amount which can be vired between budget headings by the Head Teachers without prior agreement of the finance committee, in-line with the Scheme of Delegation.
10. To oversee the preparation of the year-end accounts, liaising with the Head Teachers, Chief Operations Manager, Finance Manager and external auditors.
11. To receive reports on the work of appointed contractors to ensure best value is achieved.
12. To oversee the tendering process for any major contract in-line with financial probity.
13. To attend or commission appropriate governor training.
14. To report its deliberations to the full Trust Board at each of its meetings.
15. To review regularly the detail of the agreed Financial Policy and Procedures.
16. To ensure that the Trust Board, the local governing board and the school comply with the requirements of GDPR from May 2018.
17. To review and monitor the school website for compliance.

18. This committee will respond to all expectations in-line with monitoring and accountability delegated to them from the Trustees through the audit committee.

#### FOOTNOTE

That the Committee has DELEGATED POWERS i.e. decisions are binding on the Board

#### **Personnel**

1. Determines central policies which will be adopted locally.
2. To receive regular updates on resignations and recommendations on future actions.
3. To ensure that all new staff receive appropriate induction of the Trust's policies and procedures e.g. child protection and keeping children safe in education (2018)
4. To ensure that all appointments comply with safer recruitment requirements
5. To ensure that all staff have access to appropriate CPD, in particular child protection and whistle blowing.
6. To review the school's pay policy annually
7. Agree Performance Management Policy
8. To oversee the process leading to staff reductions
9. To agree, implement and review procedures for the conduct and discipline of staff, including procedures for discipline, capability, sickness absences and grievances.
10. To receive regular updates on staff attendance.
11. To provide the membership of a pay review group to:-
  - a) review all upper pay scale staff salaries annually and notify staff individually; receive recommendations of the Head Teachers on pay progression for all other teaching staff
  - b) to set and consider outcomes of annual performance criteria for Head Teachers
12. To provide the membership for the consideration of appeals against pay review decisions.
13. To keep under review the school's equal opportunities policies.
14. To monitor the impact of INSET and professional development in line with the priorities of the school improvement plan.