



PAX CHRISTI CATHOLIC PARTNERSHIP
MULTI ACADEMY TRUST

TERMS OF REFERENCE

FINANCE, STAFFING AND GENERAL PURPOSES COMMITTEE

Purpose

To assist the decision making of the Board of Directors, by enabling more detailed consideration to be given to the best means of fulfilling the Board's responsibility to ensure sound management of Pax Christ Catholic Partnerships finances, staffing and resources, including proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the Board on a regular basis. Major issues will be referred to the full Board of Director's for ratification.

Frequency of meetings

There should be a minimum of four meetings in each financial year at which time the quarterly Income and Expenditure reports can be approved. In the interim, monthly reports detailing variances should be circulated to members.

Membership and Quorum **(Please amend as appropriate to your Governing Body)**

The Executive Headteacher and Primary Headteacher is an ex-officio member of each committee. At least three other Directors shall be a member of the committee.

Membership shall be agreed on an annual basis at the first meeting of the Board of Directors in the autumn term.

The Chair of the committee will be elected by the committee on an annual basis at the first meeting in the autumn term. No governor employed at the Academy will act as Chair to the committee. In the absence of the Chair, the vice-Chair of the committee act as Chair..

The clerk of the committee is appointed by the committee

The quorum is three governors who are members of the committee .

Meetings

The clerk of the committee will circulate an agenda for each meeting and papers at least 7 days before the committee meeting

Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be forwarded by the clerk to the committee to the clerk to the Board of Directors for inclusion on the agenda and papers of the next meeting of the whole Board.

Only Directors who are members of the committee may vote at committee meetings. Where necessary, the elected Chair of the committee may have a second or casting vote.



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In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the committee, the Chair of the Board of Directors, in consultation with the Executive Director and Chair of the committee, will take appropriate action on behalf of the committee.

Terms of Reference

1. To establish and maintain a transparent system of prudent and effective internal controls
2. To consider the Multi Academy Trust's (hereafter referred to as the 'Academy' indicative funding, notified annually by the DfE/EFA, and to assess its implications for the Academy, in consultation with the Executive Director, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
3. To consider and recommend acceptance/non-acceptance of the Academy's budget, prior to the start of each financial year, and in line with DfE deadlines.
4. To monitor the delivery of services in order to maximise value for money by ensuring services are delivered in the most economical, efficient and effective way within available resources
5. To contribute to the formulation of the Academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Executive Director, and within the stated and agreed aims and objectives of the Academy.
6. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
7. To liaise with and receive reports from the other committees of the Board of Directors, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
8. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the Academy, and with the financial regulations of the DfE/EFA drawing any matters of concern to the attention of the Governing Body.
9. To ensure the Academy has adequate insurance cover to support its activities and to comply with statutory requirements including building and contents, business interruption, employers and public liability cover and for vehicles operated by the Academy.
10. To determine the staffing complement for the Academy in line with the Academy Development Plan and oversee any staffing reduction or appointment procedures as necessary including consultation with teacher associations and trade unions as appropriate.



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To ensure safeguarding procedures are in place and at least one governor has completed the safeguarding training in addition to the Executive Director/ Headteacher.

11. To conduct agreed arrangements for recruitment and selection of all Academy staff (unless delegated to a separate committee or the Executive Director/Headteacher).
12. Agree and oversee the application of the Academy pay policy

Delegated Functions

- To recommend to the full Governing Body the first formal balanced budget plan each financial year.
- To receive and monitor monthly expenditure reports.
- To ensure that grants are spent only for the purposes intended and in compliance with any requirements.
- To make recommendations relating to investments to the Board of Directors and ensure all transactions are reported promptly.
- To consider future pupil rolls and income levels.
- To establish a charging and remissions policy including lettings charges for other users of the Academy buildings and grounds (Secretary of State to approve).
- To manage tendering processes and the awarding of contracts.
- To consider requests for disposal of obsolete stock.
- To monitor expenditure of all voluntary funds kept on behalf of the Board of Directors.
- To consider secondment and early retirement requests (with the exception of the Executive Director, Headteacher and Deputy Headteacher).
- To regularly review the single central record.
- To attend training where appropriate.
- To draft leadership job descriptions for approval by the Board of Directors.
- To approve leave of absence (where not delegated to the Executive Director/ Headteacher).
- To approve requests from Academy staff with regard to employment with another organisation in accordance with the Code of Conduct.
- To consider work/life balance, working conditions and well-being, including the monitoring of absence levels.



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- To receive reports and monitor status of any staffing issues.
- Annually review/realign the Individual Academy Range in respect of leadership pay.
- Three Directors, known as the Performance Management Directors, to agree and review the Executive Director and Headteacher objectives and make recommendations for the Headteacher's movement along the pay spine to be confirmed by the whole committee.
- To agree and conduct procedures for capability, discipline, grievance, attendance, whistle blowing and staff welfare issues.
- To set the terms and conditions of service for staff, having regard to any TUPE implications.
- To annually review staff salaries and consider pay progression including movement through the Upper Pay Spine and applications for re-grading (the Executive Director/Headteacher should not advise on their own pay).
- To investigate irregularities (other than where the Executive Director/Headteacher is suspected), conduct personnel procedures regarding suspension/ending of staff contracts including dismissal procedures in line with agreed policies.
- To agree and implement the pay policy
- To agree arrangements for the receipt and management of donations
- To consider proposals for establishing scholarships and awards to pupils and former pupils

To Review/Ratify/Approve (amend as appropriate) the following Personnel Policies

- Adoption Leave Scheme
- Alcohol Policy
- Allegations against Staff Policy
- Anti-Harassment and Bullying Policy (including Management Guidance)
- Capability Policy
- Code of Conduct
- Disciplinary Policy
- Early Retirement and Related Areas Policy (including Management Guidance)
- Equality and Diversity Scheme
- Flexible and Phased Retirement Policy
- Flexible Working Policy
- Grievance Policy
- Leave of Absence Policy
- Long Service Award Scheme
- Maternity Provisions – Employees and Employers Guide
- No Smoking at Work Policy
- PPA Policy
- Performance Management Policy for Teachers
- Performance Development Policy for Support Staff
- Planned Management of Staffing Establishments Policy (Redundancy)



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- Rarely Cover Policy
- Recruitment and Selection Policy
- Safe Recruitment Practices
- Sickness Management Policy
- Stress Policy including Employers and Employees Guidance
- Substance Misuse Policy
- Allegations Against Staff policy

To Review/Ratify/Approve (amend as appropriate) **the following Finance Policies**

- To approve the Finance Policy
- To approve the Asset and Disposal Policy
- To approve the Whistleblowing Policy
- To approve the Anti Fraud and Bribery policy
- To approve the Treasury Management Policy

To Review/Ratify/Approve (amend as appropriate) **the following Other Policies**

- To annually review benchmarking data
- To regularly complete governor competencies audit
- To review the Freedom of Information Act Publication Scheme
- To establish and review a Governor Allowance Policy

Disqualification

Any relevant person employed to work at the Academy other than as the Executive Director Headteacher when the subject for consideration is the pay or performance review of any person employed to work at the Academy).

Any person employed to work at the Academy in a capacity related to financial management.