



The Fields Nursery School Finance and Personnel Committee Terms of Reference and Standing Orders 2020/2021

1. Membership

The following full Governors are members:

Gloria Reed (Chair of Governors), Dawn Willis, Florence Blagden, Rebecca Wylie, Simon Sykes (Vice-Chair), Ruth Holman and Sarah Moynihan (Chair)

The clerk is: Gwyneth Barton

The following are Associate members: None

***Note:** Only full members can vote on the budget and financial commitments of the Governing Body; Associate members will be consulted and can advise.*

2. Quorum

The quorum is 3 Full members.

3. Meetings

Members of the committee are entitled to seven days' notice of a meeting and to receive an agenda. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the Governing Body may attend any meeting of any committee but they may not vote. The committee will meet at least termly.

4. Chairmanship

The committee will be chaired by Sarah Moynihan (2020/2021).
Vice Chair: Simon Sykes (2020/2021)

If the Chair is absent from a meeting, the Vice Chair will chair, otherwise a Governor may be elected to take the chair.

5. Partnership with the Head of Centre

In carrying out its functions the committee will receive information and advice from the Head of Centre and other staff and will actively seek opportunities for wider consultation where appropriate. The Head of Centre is entitled (but not obliged) to attend all committee meetings and is entitled to vote (unless not a Governor).

6. Standing Orders

All committee meetings must be minuted. The minutes must be circulated with the agenda of the next full Governing Body meeting.

7. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks:

Financial planning:

- To prepare the first formal Centre budget plan to include forward planning for Willow and Cherry budgets.
- To receive and consider monitoring reports for Willow and Cherry budgets at least 3 times per year.
- To approve the writing off of irrecoverable debts up to £1,000 and the disposal of surplus and damaged equipment.
- To enter into contracts above £5,000.
- To establish and review ordering and payment systems.
- To set a charging and remissions policy.
- Approve transfer between budget headings (virement) within agreed limits of £5,000.

Building matters:

- To receive, and where appropriate respond to reports from the Local Authority's auditors.
- Developing a Centre buildings strategy (including budgeting for repairs etc.) and contributing to Asset Management Planning arrangements, including matters relating to Buildings insurance.
- Agree level of maintenance service the Centre will buy from service providers.
- To approve hiring policy and charges.

Personnel matters:

- To review all Pay Policies.
- To consider recommendations relating to the pay of all members of staff.
- To ensure the Centre meets Schools Financial Value Standards (SFVS).
- To develop, review and oversee implementation of the Governing Body's Personnel policies (with reference to Local Authority policies and guidance).
- To appoint teachers in the leadership group (as defined by Governors).
- To support the Head of Centre in appointing other teachers/personnel.
- To agree disciplinary/capability procedures under the support and guidance by EPMNB: *Will usually be based on Local Authority models agreed with unions.*
- Dismissal of Head of Centre (GB must act through Dismissal Committee).
- Agree and monitor a training strategy for Centre staff and Governors.
- To consider and report on issues related to staffing
- To advice and support the governing body in relation to staff structure and change management
- In the case of conflict of interest, at least 1 and no more than 2 members may withdraw to enable them to be part of any appeals process.

In addition the Committee will:

- Consider, as appropriate, and **make recommendations** on other related matters not specifically delegated by the Governing Body.
- Contribute to Governing Body and school self-review
- Plan, monitor and evaluate appropriate sections of the Centre Improvement Plan (CIP).
- Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee.
- Ensure its members have access to the most recent training and guidance on safeguarding children, including safer recruitment.

Agreed by the full Governing Body on 24th September 2020.

Signed: (Chair of Governors)