



CROWTHORNE CHURCH OF ENGLAND SCHOOL

PREMISES, FINANCE, STAFFING & PAY COMMITTEE – TERMS OF REFERENCE

2025-2026

*Our Vision - Inspiring and enabling our school community to live life to the full,
promoting excellence and nurturing compassion, honesty
trust, hope, respect, thankfulness and courage*

John 10 v 10:

Jesus said: "I have come that they might have life, and have it to the full"

General Terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Membership

- The membership of the committee will be a minimum of 4 governors. The committee will elect its' own Chair and Clerk at its' first meeting in the Autumn term. The committee will be able to appoint Associate Members and decide on voting rights for Associate Members as it considers necessary.

Quorum

- The quorum for this committee will be 3 governors.

Delegated Authority

The Governing Body will retain the authority to approve the annual budget and the School Improvement Plan, but will delegate to the committee the authority to manage the budget and any additional funding obtained, within the approved terms of reference. Such delegation will be subject to satisfactory reporting to the main Governing Body.

Summary of Delegated Limits

	Headteacher	Deputy Head
Revenue		
Accounts payable	£15,000	£15,000
Purchase Orders	£15,000	£15,000
Debtors write off	£250	£250
Bank Imprest	£20,000	£20,000
Capital		
Accounts Payable	£15,000	£15,000
Purchase Orders	£15,000	£15,000
Payroll		
Time sheets	£1,000	£1,000
Travel claims	£100	£100
Virement		
Budget virement	£5,000	£5,000

Note: If a payment above these limits is required/paid, it needs to be discussed and approved by the FGB.

Meetings

- Meetings will be held at least once each term.
- The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the Vice Chair will chair the meeting.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (this cannot be the Headteacher).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- The highlights from committee meetings will be presented to the Full Governing Body.
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Financial policy and planning

- To review, adopt and monitor a Financial Procedures Manual which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, Headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions and lettings.
- To establish and maintain a three year financial plan, taking into the account priorities of the School/Academy Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the Headteacher/Bursar.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- Oversee the operation of the School Fund Account.
- Consult with the Headteacher on expenditure of the Capital Grant.
- Approve expenditure beyond the powers delegated to the Headteacher, in respect of the monthly returns and Payroll items, these being single items of up to budget limit.
- Ensure that the Register of Governors/relevant staff Business Interests is up to date.
- Ensure that the BFBC policies and procedures for purchasing are followed ensuring that best value for money is obtained.
- Undertake tendering and procurement as outlined in BFBC procedures and recorded in the School Financial Procedures Manual with all parts of the process being agreed by the Full Governing Body.
- Approve the register of certifying officers as required.
- Approve the Inventory annually.
- The committee delegates the authority of disposal of items to the Headteacher and the following details are recorded:
 - Date of disposal
 - Reason for disposal
 - Method of disposal
 - Record of any income generated from disposal.

- Local authority maintained schools:
 - To review, complete and submit the School Financial Value Standard (SFVS).
 - To undertake any remedial action identified as part of the SFVS.
 - To receive and act upon any issues identified by a local authority audit.

Purchasing

Internal order forms are completed by the budget holder ensuring that best value is obtained for the school. Depending on value of purchase, quotes will be obtained as follows:

Up to £1,000	requires an oral or written quote
£1,000 - £5,000	requires one written quote
£5,001 - £50,000	requires three written quotes
£50,001 - £150,000	3 to 5 tenders to return to LA
Above £150,000	3 to 6 tenders in accordance with EC procedures to return to LA

Premises

- To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
 - *The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To monitor staff well-being and support leaders in ensuring workload is manageable with staff feeling valued and positive about their roles.