



The Colleton Primary School Finance Policy

Section 1: Introduction

This policy has been drafted to:

- Set out in writing the roles and responsibilities of the Governing Body, its committees, the Headteacher and other staff in relation to financial decision-making and administration at The Colleton Primary School. This allows the Governing Body to ensure adequate systems of financial control are in place and that it receives all the information it needs to carry out the role effectively.
- Set out the policies of the school in terms of the financial systems and procedures.
- This policy operates in conjunction with the financial and IT procedures and the Rainbow Plan.

Section 2: Roles and Responsibilities

2.1: The Role and Responsibilities of the Governing Body

The Governing Body is the body ultimately responsible for the overall financial management of The Colleton Primary School. It exercises this responsibility by establishing clear levels of delegation to the Staff and Finance Committee, the Pay Committee and the Headteacher.

The Headteacher and the Staff and Finance Committee may, in turn, authorise delegation to other members of staff to ensure sufficient clarity of responsibility and separation of duties to secure the effective and efficient administration of the school's financial affairs.

Responsibilities of the Governing Body:

- Ensuring the school meets its statutory obligations and complies with the Schools Financial Regulations.
- Setting the financial priorities through the School Development Plan.
- Appointment and salary of Headteacher.
- Approval of the annual budget
- Establish the financial limits of delegated authority to the Headteacher and/or other members of staff. The level of delegation of financial powers to the Headteacher must be reviewed annually and recorded in the minutes of the Governing Body.

- Establish a register of business interests of Governors, the Headteacher and any other members of staff that influence financial decisions in accordance with the Schools Financial Regulations, and ensure it is maintained up to date.
- Adopt the whistleblowing policy detailed in the Schools Financial Regulations.
- To prepare, approve and submit the school's SFVS return and subsequently monitor the progress of any improvements actions.
- To always act in the best interests of the school, its staff, pupils, parents and other interested parties.
- To be aware of the financial situation of the school and the plan for the future.

2.2: The Roles and Responsibilities of the Staff and Finance Committee (Terms of Reference)

The terms of reference for the Staff and Finance Committee are set out in Appendix 1.

2.3: Role of the Headteacher

The Headteacher has responsibility for:

- a) The overall supervision of the day-to-day running of the financial affairs of the school. The Headteacher can delegate specific responsibilities to members of staff as appropriate to their job descriptions, ensuring adequate separation of duties in both manual tasks and financial systems.
- b) Ensuring that financial duties and procedures are distributed so that at least 2 people are involved.
- c) Monitoring the financial position of the school on a regular (not less than monthly) basis.
- d) Initiating consultations with the Chair of Governors and the Chair of the Staff and Finance Committee on any significant and exceptional financial circumstances or any financial matter that is causing concern.
- e) Authorising the purchase of individual items up to the limits indicated in the school's Financial Controls and Authorisation Schedule.
- f) Ensuring that ear-marked funding is used for its intended purpose only.
- g) Authorisation of any lettings and ensuring hirers complete a Hirer's Agreement.
- h) Ensuring that all relevant financial staff are aware of VAT, Income Tax and other applicable regulations.
- i) Preparation of the annual Pupil Premium Statement.

He/she should also report to the Chair of Governors –

- j) Any failure in any respect of any member of the school staff to comply with these procedures.
- k) Any circumstances which could adversely affect the schools Finances.
- l) Any matter of serious concern in relation to the schools Finances.

Section 2.4: Role of the Assistant Headteacher

The Assistant Headteacher will have the authority of the Headteacher to continue the day to day running of the school's financial affairs when the Headteacher is unable to do so.

At any other time the Assistant Headteacher may authorise payments as per the school's Register of Certifying Officers.

The Assistant Headteacher will also undertake such other duties or responsibilities relating to financial matters as may be required of them by the Headteacher.

In exceptional circumstances or in an emergency situation additional authority may be obtained from the Chair of Governors and the Chair of the Staff and Finance Committee acting jointly.

Section 2.5: Team Leaders

Team leaders can authorise Purchase Orders, Timesheets and Expense claims in accordance with the school's Financial Controls and Authorisation Schedule and the Register of Certifying Officers. They must ensure that school policies are followed and best value is achieved.

Section 2.6: Role of the Business Manager

The Business Manager has responsibility for:

- a) Monitoring all day-to-day records of the school and reconciling them with the records of the Local Authority as appropriate.
- b) The regular preparation, from the school's accounting system, of reports that will show the position of the school's Finances as may be required by the Headteacher and the Governors.
- c) Ensuring on a day-to-day basis that the financial procedures and guidance issued by the local authority are followed by all who may be involved in any way in the school's Finances.
- d) Ensuring school financial records are securely kept, with restricted access authorised by the Headteacher and Chair of the Governors, for a minimum of 6 years after the year end.
- e) Preparing and presentation to the Staff and Finance Committee of reports on the school's Finances in accordance with a pre-determined timetable as well as on an ad hoc basis as necessary.
- f) Reporting to the Headteacher any failure in any respect of any member of the school staff to comply with financial procedures, any circumstances which could adversely affect the schools Finances, any matter of serious concern in relation to the schools Finances.
- g) Management of staff appointed to undertake duties involving any aspect of the schools Finances.
- h) Management of the private funds and bank accounts held by the school and regular reporting of their status to the Headteacher and Staff and Finance Committee.
- i) Duties commensurate with current job description.

Section 3: Charging and Remissions

Introduction

The Education Act 1996 establishes that education for registered pupils should be free of charge if it:

- a) takes place in school hours;
- b) is outside school hours but is required as part of the National Curriculum or is part of the statutory religious education.

The only exceptions are:

- a) A charge can be made for tuition provided individually or to a group of no more than four pupils in a musical instrument, even if within school hours (except where it is part of the National Curriculum, when it must be provided free).
- b) The school may charge for materials used in school where the parent indicates in advance that s/he or the pupil wishes to own the finished article which incorporated those materials.
- c) A charge may be made for board and lodgings on a residential trip, provided the charge does not exceed the cost to the school of the board and lodging in question.
- d) A charge may be made for education provided out of school hours as an optional extra. There should be prior arrangement by the parent to the pupil's participation and to payment of the charge. The charge in respect of any individual pupil may not exceed the actual cost of providing the activity in question (which may include an element for travel, board and lodging, materials, books, instruments and other equipment, insurance costs, entry fees, etc.) divided equally by the number of pupils participating in the activity.
- e) The charge for a pupil may not include a share of the cost of remission for any pupil for whom the governing body agrees to remit the charge.

Voluntary Contributions

The school is entitled to ask for voluntary contributions to provide an activity that would otherwise be prohibitive due to the limits of the school budget. This includes visits (both internal and external). The cost is calculated at the exact amount that it costs per child and does not include a subsidy for a child unable to pay. No child is excluded due to an inability or unwillingness on behalf of the parent to pay. Parents are advised however that if insufficient contributions are received the activity may be cancelled. Children who receive free school meals are not expected to make voluntary contributions.

Equal opportunities

The Colleton Primary School is committed to equal opportunities for all pupils.

When a child is in receipt of free school meals parents are notified in writing that whenever a request for a contribution is made, they will not be required to pay. They will still receive the letters and information so they are aware of what is taking place and so that they can give consent if needed. Currently Pupil Premium funding provides a limited amount of money so children in receipt of free school meals at any time over the last 6 years have full access to the curriculum and all other enrichment and extra-curricular activities. This can be used at the discretion of the school for any activity that would be of interest/benefit to the child either as part of the school day or for external activities including events during the school holidays.

Other children in need of assistance

There may be children whose parents have advised the school that they are experiencing financial difficulties and are unable to meet any or part of the cost of an activity. These cases are treated on an individual basis.

Residential visits

The school currently has one residential visit per year for Year 6 and one for Year 4 children. This is an optional activity and alternative provision made for children who do not participate.

Parents are expected to meet the full cost of the visit for it to be viable. However there are exceptions and help is available for those in need. The cost is broken down into 2 parts: board and lodging and the cost of the activity. Board and lodging is fully chargeable and the activity and transport is a voluntary contribution.

For those in receipt of free school meals the whole cost is met from Pupil Premium funding. Other parents experiencing difficulties are encouraged to pay as much as they can reasonably afford and each case is considered individually and on receipt of a written request for help. Parents will be helped to apply to Polehampton and other relevant charities for assistance.

Activities outside school hours

The School recognises the valuable contribution that a wide range of additional activities, including clubs and visits, can make towards a pupil's education. The school has a variety of clubs that operate before or after school and some during lunchtime. Some clubs are free but for others parents meet the full cost. Children with an EHC plan and those in receipt of free school meals are able to join a club if they wish and the school will meet the cost.

Music Tuition

Parents can make private arrangements for a child to learn a musical instrument. Lessons take part during the school day and the parent bears the full cost of the activity.

Materials for Practical subjects

A voluntary charge for the cost of materials may be requested when pupils wish to take home items that they have made. This is to enable replenishment of the consumable resources.

Library books

A charge may be made for lost or damaged books.

Damage to school property

Parents should be aware that a charge may be made for willful damage to school property.

Extended Day Provision

The school provides before and after school childcare on a commercial basis. All relevant costs must be covered by the fees and any profits are used for the benefit of all pupils. There are separate terms and conditions for the extended day provision.

Section 4: Pupil Premium Statement

The primary aim of our school is to ensure that all children have access to all aspects of the school's provision to help them achieve the highest possible standards of progress and achievement, in relation to their individual starting points. Every effort is made to ensure all pupils make excellent progress and in order to do so, some children may require additional support and resources from time to time.

The school is allocated a sum of money each year to support the learning, development and achievement of its most vulnerable children so that life chances are enhanced and attainment gaps are narrowed.

There are three categories of children aged 4-11 years that qualify for Pupil Premium:

- Children who are eligible for free school meals (FSM)
- Looked after children
- Armed forces children

The Pupil Premium Grant (PPG) is additional funding provided by the government to help schools close the attainment gap which often exists between children from low-income and disadvantaged families and children from other backgrounds. The Pupil Premium Grant is based on the number of pupils who are, or have been in any of the previous 6 years, entitled to Free School Meals.

The money that the school has received has been used to part fund a range of interventions: a dedicated pupil premium teacher, small learning groups to focus specifically on maths, reading, writing and spelling; social skills groups and nurture groups to support the development of social and emotional literacy skills; and a one to one/ small group tuition programme. Provision has also included 1:1 playground support for individuals and lunchtime.

The impact of PPG spending is monitored closely by the school.

Each year the school will publish a Pupil Premium Statement which will be available to all parents.

This statement will detail –

- a) The amount of funding received
- b) How the funding was allocated
- c) The impact of the allocation
- d) Plans for the following year's allocation

The Pupil Premium Statement will be approved by the Finance and Personnel Committee and the Chair of the Governing Body before publishing on the school website.

Section 5: PE and Sport Grant for Primary Schools

The PE and Sport Grant is provided to fund improvements to the provision of PE and sport, for the benefit of pupils aged 5-11 years, so that all pupils develop healthy lifestyles.

The impact of PE and Sport Grant is closely monitored by the school.

Each year the school will publish a PE and Sport Grant Statement which will be available to all parents. This statement will detail –

- a) The amount of funding received
- b) How the funding was allocated
- c) The impact of the allocation
- d) Plans for the following year's allocation

The PE and Sport Premium Grant will be approved by the Staff & Finance Committee and the Chair of the Governing Body before publishing on school website.

Section 6: Income and Banking

Sources of Income

The main income stream is from the Local Authority and from other government initiatives – currently Pupil Premium Grant and the PE and Sports Development Grant, but income is also received from a variety of other sources including extended day, lettings, parental contributions, uniform sales and CSA and Polehampton donations. The Colleton Primary School has 3 separate accounts.

- 1 – Revenue account (Nat West Imprest Account)
- 2 – Devolved Capital (LA held Account)
- 3 – Private Fund (Barclays Account)

Revenue Account **All subject to change when the NFF is implemented**

This funding comprises:

1. The Dedicated Schools Block Grant (DSG), which includes pupil, led funding (AWPU), deprivation funding, low prior attainment funding, rates and a lump sum.
2. The High Needs Block which funds Education Health Care Plans and Statements of Educational Need
3. English as an Additional Language (EAL) funding, which is allocated to support children who have EAL and are new to the UK.
4. Pupil Premium Grant.
5. PE and Sports Premium Grant.
6. Funding for Universal Infant Free School Meals
7. School Generated Income from facilities and services. This includes:
 - a. Extended day income, Early Drop Off and After School Club
 - b. Lettings income.
 - c. Reimbursement of staff costs associated with supporting students etc.
8. Income for School Visits
9. Donations

Devolved Formula Capital Funding

Schools are allocated capital funding annually by DfE for the upkeep and improvements of their premises. This is held centrally by WBC.

Private Funds – known as the School Fund

The school has an account at Barclays for their private funds. The main sources of income for the private fund is:

- Parental contributions which are collected via the CSA
- Voluntary contributions to the costs of school trips etc
- School fund raising activities, such as school photographs, Monday Club.
- One-off donations from parents or others.
- Interest on money on deposit

This account is used as a collection point for parental contributions for ASC, EDO, school trips and clubs as it has an online payment facility.

It also holds a number of balances:

1. On behalf of the Wokingham Primary Heads Association
2. The sum of transferred from the Monster Fun Club when management of the After School Club was taken over
3. Ring fenced donations held pending completion of the projects.

Procedures and Policies are in place to ensure sufficient clarity of responsibility and separation of duties to secure the effective and efficient administration of the school's income.

Relevant Procedures

- Lettings regulations and procedures
- Lettings rates
- Income and Banking Procedures

Section 7: Expenditure

Detailed policies and procedures are in place to ensure that:

- a) The school has procedures for purchasing goods and services that meet legal requirements and secure value for money.
- b) Ensuring there are adequate mechanisms and processes in place to safeguard against fraud by staff, contractors and suppliers.

Relevant procedures:

- Purchasing and payment procedures
- Tendering procedures
- Payroll procedures
- Recruitment procedures

Section 8: Asset Management

Detailed policies and procedures are in place to ensure that:

- a) That the school has an appropriate business continuity or disaster recovery plan,
- b) The school has an up-to-date asset register. The Governors have determined that should be recorded in accordance with the Financial Limits policy and that a partial inventory check should be carried out annually.
- c) Appropriate insurance is held.

Relevant procedures:

- Rainbow plan
- Insurance procedures
- Inventory procedures
- IT procedures
- Asset plan

Section 9: Planning, Reporting and Controls

Detailed policies and procedures are in place to ensure that:

- a) The school has an accounting system that is adequate and properly run and delivers accurate reports, including the annual Consistent Financial Reporting return.
- b) Stakeholders have the information that they need to ensure that best value is being obtained at all times.

Relevant procedures:

- Budget planning procedures

- Imprest procedure
- Reconciliation procedure
- Budget Monitoring procedure

Section 10: Policy Amendments

Date	Change	Approved by
23.3.2021	Addition of extended day provision and change titles from Deputy head to Assistant Headteacher and Bursar to School Business Manager	Staff & Finance Committee on 23.3.2021
May 2021	Remove appendices relating to procedures	Staff & Finance Committee May 2021

Section 11: List of Appendices

Appendix	Name	Review Schedule	Notes
1	Staff and Finance Committees terms of reference	S&F annually in the Autumn term. Approved by the FGB.	
2	Financial Controls and Authorisations Schedule	S&F Annually in September. Approved by FGB	
3	Financial Limits	S&F Annually in September. Approved by FGB	
4	List of Staff & Finance Policies	S&F Annually in September. Approved by FGB	
5	Pay Panel Terms of Reference	S&F Annually in September. Approved by FGB	

Reviewed by: Staff & Finance Committee

Review period: Annually

Approved by: Staff and Finance Committee 5th May 2021

Appendix 1: Staff and Finance terms of reference

FINANCE AND STAFFING COMMITTEE

TERMS OF REFERENCE 2020-21

MEMBERSHIP

The membership of the committee will be a minimum of four Governors, plus the Headteacher and should reflect all elements composing the full Governing Body, wherever possible.

In the event of the Headteacher not electing to be a Governor then they will be co-opted onto the committee. However, this would preclude them from having any voting rights.

Additional non-voting members can be co-opted onto the committee, if required, to assist in resolving specific issues. These co-opted members need not necessarily be Governors. The School Business Manager may be one of the co-opted members.

The chair is to be elected by members of the committee but the individual concerned must be a Governor who is not the Headteacher or otherwise employed by or at the school.

QUORUM

The quorum shall be three members (excluding any co-opted members) and, unless the Headteacher agrees otherwise, the Headteacher.

MEETINGS

Meetings will be held as required but not fewer than one per term.

Meetings will normally be convened by, either the Clerk to the Governing Body on behalf of the committee Chair, or by a meeting of the Full Governing Body. In either case notice of the meeting will be issued between seven and fourteen days before the meeting, together with details of the purpose of the meeting and the necessary supporting information. However, providing the details of the purpose of the meeting and the necessary supporting information can be prepared to give sufficient time for committee members to read it before the meeting, a shorter notice period can be agreed by the Chair of the Committee.

The role of the secretary to the committee will normally be undertaken by the Clerk to the Governors or in their absence any other appointed committee member.

KEY FUNCTIONS OF THE COMMITTEE

Finance

- Provide the Headteacher with robust support, guidance and oversight on all financial matters appertaining to the school
- To regularly review, and interrogate, school expenditure against agreed budgets
- To ensure that sound financial control practices are in-place, and followed, and that auditor requirements are promptly met

Staffing

- Provide the Headteacher with support, guidance and oversight on all staffing matters at the school
- To support the Headteacher in the recruitment and appointment of new staff

- To agree a pay policy for approval by FGB and provide the members for The Pay Panel who will implement the policy.

Policies

- To review and approve schedule of policies delegated by FGB to this committee – App. 1

In carrying out these functions the committee must always act in accordance with decisions of the Full Governing Body.

MANDATORY TASKS OF THE COMMITTEE

Finance

- During the spring term, draw up and agree a financial budget for the forthcoming year. Submit this to the FGB for approval.
- Submit the financial budget to the LEA
- Regularly monitor / review expenditure against budget.
- Set charging levels for lettings
- Approve any single item expenditure over £20,000 in accordance with the scheme of delegation
- Monitor contract agreements entered into by school.
- Monitor the school inventory list
- Communicate appropriate information to teachers, parents and stake holders to maintain partnerships
- Regularly review the role and functions of the committee to ensure it is 'fit for purpose' and 'adding value' to overall school management and financial control

Staffing

- Together with the Head teacher, regularly monitor staffing levels and standards
- Ensure the school's full participation, and comprehensive implementation of, 'best practice' terms and conditions, meaningful and up to date job descriptions, regular staff performance appraisal and staff development/ training programmes
- Establish and review a performance management policy for all staff to include approval of Head Teachers rewards under Head teacher performance management review process.
- Implement and monitor disciplinary procedures where necessary
- Work closely with the Head teacher on any redundancy issues
- Communicate appropriate information to teachers, parents and stake holders to maintain partnerships

COMMITTEE AND COMMITTEE MEMBER RESPONSIBILITIES

TRAINING

It is expected that committee members will make themselves available to attend relevant training courses and meetings in order that their knowledge remains up to date.

DELEGATED POWERS

The committee will ensure that its terms of reference will cover all subjects delegated to it by the statement of delegation approved by the FGB. This will be reviewed annually by committee and approved by FGB.

MINUTES

Minutes of all committee meetings are to be made available to each meeting of the Governing Body by the Committee Clerk, together with a verbal report thereon explaining any decisions and actions taken.

Any disputes between committees will be resolved by the Full Governing Body.

Reviewed: 13th October 2020

Ratified: 18th November 2020

Review: Annually in the Autumn term

Appendix 2: Financial controls

Financial Controls and Authorisations Schedule

Detailed Tasks	Full Governing Body	Staff & Finance Committee	Chair of Staff & Finance Committee	Head or Assistant Headteacher	Business Manager	Other
Annual Budget Planning						
Identifying priorities with reference to the School Development Plan (SDP)				✓		Input from sub-committees following proposals from staff & advisors
Making recommendations & proposals	✓	✓		✓	✓	
Examining projections of spending	✓	✓		✓	✓	
Examining recommendations & proposals	✓	✓				
Approval of Annual Budget / Financial Plan						
Deciding upon the annual allocations within laid down time scale	✓					
Budget Monitoring						
Review financial report issued to Chair of Staff & Finance Committee each meeting		✓	✓	✓	✓	
Collating information & presenting reports to the Full Governing Body or Finance Sub-committee at least once a term			✓		✓	
Reconciliation of Accounts						
Checking the completeness & accuracy of the accounts as shown on the budgetary control sheets/ monthly income & expenditure summaries / computerised accounting system				✓	✓	
Seeking clarification & initiating queries				✓	✓	
Income generation						
Planning & initiating activities	✓	✓		✓	✓	

Incorporating projected income into budget planning		✓		✓	✓	
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Detailed Tasks	Full Governing Body	Staff & Finance Committee	Chair of Staff & Finance Committee	Head or Assistant Headteacher	Business Manager	Other
Carry-forwards: policy on & use of retained balances						
Monitoring & identifying areas of overspend / underspend in course of, and at the end of, financial year		✓ Each term	✓ Each term	✓ Monthly	✓ Monthly	
Consider the implications of overspends / underspends for budget planning		✓ Each term		✓ Each term	✓	✓ Each term Local Education Authority
Purchasing						
Obtain 3 written quotes for budget purchases in accordance with the annually agreed Financial Limits. School may use suppliers that have previously gone through quote process within the last 2 years without the need for 3 quotes so long as new quote is for similar purchase and price hasn't changed substantially		✓		✓	✓	
Approval for purchases where it has not been possible to obtain 3 quotes purchases in accordance with the annually agreed Financial Limits		✓				
Competitive tendering for budget purchases in accordance with the annually agreed Financial Limits	✓	✓		✓	✓	
Write specification using skills within Governing Body and when appropriate LEA input. All major projects to be led by the appropriate committee with recommendations to S&F for approval. For final recommendation to FGB, if appropriate.	✓	✓		✓	✓	✓ Relevant Committee
Annual salary awards & increments						

Annual salary awards & increments				✓		✓ Pay Panel
Appointment of staff						
All permanent staff (with the exception of the Headteacher and Deputy Head)	✓	✓		✓	✓	
Temporary staff	✓	✓		✓	✓	
Supply staff				✓	✓	

Appendix 3: Financial limits

Financial Limits – October 2021

Purchasing

Purchase Value	Process
Up to £250	Standard items – review price termly Obtain 3 prices where possible
£250 to £2,000	Obtain 3 written prices/quotes where possible and attach prices/quotes to order.
£2,000 to £20,000	Obtain 3 written prices/quotes. School Business Manager to produce a summary report with a recommendation. Head/Deputy to make final decision.
Over £20,000	Follow WBC Procurement and Contract Rules and Procedures found in Section 13 of the constitution.

Expenses

The Purchasing Policy states that where possible purchases should be made using a Purchase Order. Where this is not practical staff may claim reimbursement for purchases that have been approved in advance by the Head, Deputy Head, Team Leader or School Business Manager subject to a maximum of £50.

Inventory

All moveable assets over £200 should be recorded on the Inventory.

The appropriate value is determined by considering minimum practical value, desirability and portability of items and whether the item is likely to attract thieves.

Procurement Cards

The following limits apply.

Head £1,000

Business Manager £1,500

After School Club Manager £750 for food purchases only

Appendix 4: List of Staff and Finance policies

SCHEDULE OF POLICIES DELEGATED TO THE STAFF AND FINANCE COMMITTEE (2020-21)

1. Charging and remissions
2. Data Protection Policy (To be approved by the FGB)
3. Serial and persistent complaints Policy
4. Newly qualified teacher (To be approved by the FGB)
5. Performance Management
6. Staff Capability Policy
7. Staff Code of Conduct Policy (To be approved by the FGB)
8. Staff Disciplinary Policy (To be approved by the FGB)
9. Staff Equal Opportunities
10. Staff Family Care Policy
11. Staff Grievance Policy (To be approved by the FGB)
12. Staff Induction & Probation Policy
13. Staff Leave of Absence Policy
14. Staff Recruitment Policy
15. Staff Redundancy Policy
16. Staff Retirement Policy
17. Staff Sickness Absence Policy
18. Teachers Appraisal Policy
19. Teachers Pay Policy (To be approved by the FGB)
20. Whistleblowing Policy
21. Integrated Finance Policy
22. Financial Controls and Authorisations Schedule
23. Financial Limits

Appendix 5: Terms of reference for the Pay Panel

Terms of Reference for Colleton School Pay Panel 2020-21

The terms of reference for the pay panel will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the school's pay policy in a fair and equal manner;
- to apply the criteria set by the school's pay policy in determining the pay of each member of teaching and SMT staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the Staff & Finance Committee
- to recommend to the Staff & Finance Committee the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Staff & Finance Committee when the school's pay policy needs to be revised;
- to work with the head in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

The summary report of the pay panel will be placed in the confidential section of the Staff & Finance Committee's agenda and will either be accepted or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

The Chair of the Staff & Finance Committee will report on Pay Panel to the FGB as part of the Staff & Finance report to FGB meetings.

MEMBERSHIP

The membership of the committee will be a maximum of four Governors (not to include any employee of the school) preferably from the Staff & Finance Committee. There will be at least one member from the Staff and Finance Committee on the Pay Panel. The Headteacher will attend in an advisory capacity only.

Additional non-voting members may be co-opted onto the committee, if required, to assist in resolving specific issues. These co-opted members need not necessarily be Governors. The chair is to be elected by members of the Panel but the individual concerned must be a Governor who is not the Headteacher or otherwise employed by or at the school.

QUORUM

The quorum shall be three members (excluding any co-opted members).

MEETINGS

Meetings will be held as required. Meetings will normally be convened by, either the Clerk to the Governing Body on behalf of the Panel Chair, or by a meeting of the Full Governing Body. In either

case notice of the meeting will be issued between seven and fourteen days before the meeting, together with details of the purpose of the meeting and the necessary supporting information. However, providing the details of the purpose of the meeting and the necessary supporting information can be prepared to give sufficient time for panel members to read it before the meeting, a shorter notice period can be agreed by the Chair of the Panel.

The role of the secretary to the panel will normally be undertaken by the Clerk to the Governors or in their absence any other appointed panel member.

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