



## **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 over sight 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: 13<sup>th</sup> October 2020

Ratified: 18<sup>th</sup> November 2020

Review: Annually in the Autumn term

## **APPENDIX 1 – 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