

Terms of Reference

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Finance

- To manage and decide how to spend the delegated budget/income.
- To consider at least three budget monitoring reports each year
- To draft the first formal budget plan of the financial year
- To establish and maintain a three year financial plan
- To consider and agree Service Level Agreements (SLA's) and contracts and to monitor the effectiveness of services in consultation with appropriate committees
- To manage tendering processes and the awarding of contracts
- To implement pay policies
- To consider early retirement requests (with the exception of the head and deputy)
- To consider requests for disposal of obsolete stock
- To establish and review ordering and payments systems
- To consider use and impact of Pupil Premium, EY Pupil Premium & PE Sports funding
- To consider termly budget position statements including approving virements and to report anomalies to the full governing body
- To respond to audit reports and monitor progress of any actions
- To ensure the school meets Schools Financial Value Standard (SFVS)
- To annually consider whether to spend a proportion of the delegated budget on the provision of community facilities
- To ensure that the school operates within the Financial Regulations of Gateshead Council
- To monitor expenditure of all voluntary funds (School Fund) kept on behalf of the governing body and appoint auditors
- To make decisions on expenditure following recommendations from other committees
- To investigate irregularities (other than the head suspected)
- To consider future pupil rolls and income levels
- To approve the budget management policy
- To annually review benchmarking data
- To regularly complete governor competencies audit
- To review the Freedom of Information Act Publication Scheme
- To review staffing structures
- To review salary for deputy head teacher
- To review Charging and Lettings Policy
- To determine lettings charges for other users of the school buildings and grounds
- To review the Pay Policy
- To annually review staff salaries
- To establish and review a Governor Allowance Policy
- To attend training were appropriate
- Additional items which individual governing bodies may wish to include

Staffing

- To determine staff complement
- To ensure safeguarding procedures are in place and adhered to and one governor has completed appropriate safer recruitment training
- To draft head and deputy head teacher job descriptions
- To consider pay discretion's (the head teacher should not advise on their own pay)
- To conduct agreed arrangements for selection and recruitment
- To appoint teaching and non teaching staff (unless delegated to a separate committee or head teacher)
- To conduct dismissal procedures (dismissal of staff delegated to head + one or more governors)

Finance & Staffing Committee



- To end suspension of staff
- To consider, adopt or adapt LA/Diocesan advice on procedures and practice
- To consider requests made inline with staffing policies (eg secondment, flexible working, leave of absence)
- To receive reports and monitor status of any staffing issues including staff absence
- To select staff for removal from the staffing structure and to oversee the process leading to staff reductions
- To regularly review the Single Central Record
- To determine how budget reductions are to be achieved from staffing
- To consult with the Finance Committee, teacher associations and trade unions as appropriate
- To consider work/life balance, working conditions and well-being
- To approve an Allegations of Abuse Against Staff Policy
- To approve an Absence Management Policy
- To approve the Rarely Cover Policy
- To approve a staff code of conduct
- To agree and review annually the Appraisal Policy ensuring all staff have been consulted
- To agree and conduct procedures for capability, discipline, grievance, whistle blowing and staff welfare issues
- To attend training as appropriate
- Additional items which individual governing bodies may wish to include

Terms of Reference agreed by Governing Body:

Date: 11th October 2017

Review of Terms of Reference:

The terms of reference will be reviewed annually by the committee with any recommendations sent to the next available Governing Body meeting for ratification.

Membership and Disqualification:

Jeanne Pratt
Liz Stephenson
Andy Brown
Stewart Bannon
Janis Green
Callum Kidd
Marie Coates

This committee will comprise **5** Governors, the Headteacher and the School Business Manager. All members, with the exception of the Business Manager, are entitled to vote. The Governing Body agrees the members of the committee. The Chair of Governors is invited to attend all committee meetings and is entitled to vote. Non-voting participants may be invited to meetings by the committee as and when required.

Disqualification - Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or appraisal of any person employed to work at the school.

Chair:

Jeanne Pratt

The Governing Body will select one of the committee members as Chair at the final FGB Meeting of the academic year. In the Chair's absence, the committee will agree on an acting Chair for the meeting.

Quorum:

The quorum will be 3 Governors who are members of the committee.



Meetings:

The committee will meet at least once every term. It can agree to meet more frequently if necessary.

Responsibilities:

The Finance & Staffing Committee is responsible for ensuring that Carr Hill Primary School is compliant with local authority and statutory obligations in line with SFVS.

Governor Training:

It is the responsibility of Governors to attend training relevant to their role on the committee and report back to colleagues as appropriate. Forthcoming LA events will be shared at committee meetings.

Reporting:

The Finance & Staffing Committee reports to the Carr Hill Governing Body. Minutes will be taken by someone nominated for the purpose from the committee and circulated to all governors with each Full Governing Body Agenda. The committee chair will report back to the Full Governing Body at meetings as required.

Programme of Work for the Finance & Staffing Committee

Term	Committee Business
Autumn	<ul style="list-style-type: none"> • Declaration of Interests • Staffing Update • Review Individual School Range • HT Performance Management Appraisal • Annual Pay Review for HT & DH • Teaching Staff Performance Management Notification/Salary Assessment • Budget Monitoring Update (inc monitoring SLA's) • Receive and consider any Quotations in excess of £2,500 • Pupil Premium – consider use and impact of last years' funding • Sports Premium - consider use and impact of last years' funding • School Self-Assessment Internal Audit Questionnaire (3-yearly) • Policy Reviews - Pay Policy, Staff Handbook • Approve Disposal of Equipment (if necessary)
Spring	<ul style="list-style-type: none"> • Declaration of Interests • Staffing Update • Annual Pay Award • Review appraisal arrangements for staff • Budget Monitoring Update (inc monitoring SLA's) • Consider and Approve Projected Budget Plan/Multi-Year Budget Plan • Consider SLA's • Receive and consider any Quotations in excess of £2,500 • Policy Reviews - Governor Allowances, Business Continuity Plan • Consider and agree Schools Financial Value Standard (SFVS) • Review/monitor Best Value practice • Consider/agree Teacher Absence Insurance • Review staff and governor development against SIP • Review pupil number forecast • Approve Disposal of Equipment (if necessary)



Summer	<ul style="list-style-type: none">• Declaration of Interests• Staffing Update• Staffing Plan for next academic year• Budget Year-End Outturn Update (including expected use of c/fwd)• School Fund Audit• Budget Monitoring Update (inc monitoring SLA's)• Benchmarking• Governor competencies audit• Review delegated spending limits• Receive and consider any Quotations in excess of £2,500• Policy Reviews – Budget Management, Statement of Internal Control, Assessment Management Plan, Whistle Blowing, Appraisal• Approve Disposal of Equipment (if necessary)
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