

Lakey Lane Primary School Governing Body

Finance and Staffing Committee

Membership

The Committee shall consist of 4 governors, including the chair and/or vice chair of governors and the Head Teacher. The School Business Manager will attend the meetings of this committee.

Quorum

The quorum for meetings of the committee shall be 3 of which the HT or the SBM must be one

Chair of the Committee

The Committee shall appoint a Chair at its first meeting of the academic year. In the absence of the appointed Chair, the Committee can appoint a member to act as Chair for the meeting.

Clerk to the Committee

The Clerk to the Committee is Janice Moorhouse. In the absence of the Clerk, the Committee can appoint a member (but not the Head Teacher) to act as Clerk to the meeting.

Meetings of the Committee

The Committee shall meet once every half term or otherwise as required.

Terms of Reference: Finance

1. The Committee shall have the following delegated responsibilities in respect of finance:
 - 1.1 The Committee will be responsible for preparing the Draft Annual Budget and will have powers to approve it. It will establish formal procedures and timetables for planning the budget and will require the Head Teacher/Finance Officer to produce estimates of expenditure and income sufficiently in advance of each financial

year, even if the details of the school's funding has not been finalised, so that it can determine priorities in accordance with the School Development Plan.

- 1.2 It is the responsibility of the Committee in preparing the Draft Annual Budget to work within the indicative budget for the forthcoming year and for it to indicate clearly to the governing body any use that it is proposing to make of contingency reserves so that the governing body is fully informed in making the final decision.
- 1.3 The Committee will receive budget reports from the Head Teacher/School Business Manager for consideration prior to them being reported to the governing body.
- 1.4 The Committee will give the Head Teacher responsibility for administration of the budget and its day-to-day control and monitoring under the terms of its statement of financial delegation (see appendix).
- 1.5 Review the financial implications on the budget of the Teachers Pay and Conditions document.
- 1.6 Receive the annual accounts and certificate of audit of the school fund and other voluntary funds held within the school.
- 1.7 Assess the schools insurance cover to ensure that it provides adequate protection against risk.
- 1.8 The approval of the Committee is required for the writing off or disposal of any surplus stock, where the estimated value of the item is in excess of £250.
- 1.9 The Committee must ensure that the LA Standing Orders relevant to financial management are complied with and will undertake periodic audits of the school's financial procedures and recommend appropriate corrective action.
- 1.10 The Committee is responsible for ensuring that the school achieves the Department for Education Schools Financial Value Standard (SFVS) with particular reference to the governance arrangements, financial management roles and responsibilities.

Terms of Reference: Staffing

- a) To determine the staff complement of the school and as appropriate, their duties, grading and remuneration, subject to any overriding statutory provisions, negotiated agreements and with regards to the school's budget.

- b) To see that such steps are taken as may be necessary for the filling of any vacancies. The Committee delegates to the Head Teacher as follows:-
- i) preparing the job description for any vacancies up to and including TLR2
 - ii) advertising the post (up to and including TLR2)
 - iii) short listing the candidates;
 - iv) convening an interview panel, which will include members of the Governing Body and staff.
- c) For other posts, the Staffing Committee and the Head Teacher will jointly prepare the job descriptions, the advertisements and the long list. The long list will be presented to the Governing Body (or delegated appointments committee) for short-listing as appropriate.
- d) If a sudden vacancy occurs, the Head Teacher has delegated powers to make a temporary appointment as an interim measure without immediate reference to the Governing Body.
- e) To make recommendations to the Full Governing Body for appointments and, if an appointment is not made, will repeat such steps necessary to make an appointment. In all cases, the Committee will consider the advice of the Chief Education Officer and the Head Teacher.
- f) To consider, investigate and report on, or respond to (as appropriate) any complaint/correspondence etc., as it may relate to the Governors' responsibility for staffing matters.
- g) To prepare for consideration of the Governing Body, proposals for delegated authority to the Head Teacher to take action on such staffing matters as they think appropriate.
- h) To respond to the Authority on behalf of the Governing Body to consultations relating to staffing matters.
- i) To oversee the school's policies on professional development and professional review.
- j) Head has delegated authority to make decisions on leave of absence up to 3 days, over this requests should be discussed with the chair of governors and the committee will receive reports from the Head on leave of absence (other than the Head's).
- k) To set up the Implementation of the Pay Policy:
- recommending a pay policy to the governing body, including advice on exercising discretionary powers;

- implementing the relevant sections of school's pay policy, as adopted by the governing body and subject to the employee's right of appeal;
 - annually agreeing performance objectives with the head teacher, other teachers on the leadership spine, and advanced skills teachers, and reviewing performance against those objectives where this responsibility has not been delegated to the head teacher;
 - determining remuneration for employees undertaking additional responsibility on a temporary basis at the direction of the governing body or of the head teacher acting on the governing body's behalf;
 - where the committee's terms of reference include general staffing or personnel matters, making recommendations to the governing body on the staffing structure of the school as appropriate and in the light of the school's development plan and budget;
 - ensuring that records are maintained, by the clerk to the governing body or the head teacher as appropriate, of all matters relating to salaries;
 - subject to an employee's right of appeal, ensuring that there is an annual review of teachers' salaries under the School Teachers' Pay and Conditions Document in accordance with the school's pay policy and the budget allocated by the governing body or its finance committee
- l) To keep under review the progress of Newly Qualified Teachers.
- m) To exercise the governing body's power to suspend any person employed at the school where, in the opinion of the Committee, his/her exclusion from the school is required and to inform the LA and the Head Teacher forthwith; to end any such suspension and to inform the LA and the Head Teacher forthwith.
- n) To advise the Governing Body on the staffing structure of the school as appropriate and in the light of the school's development plan and delegated budget.