

Moston Lane Primary School

Terms of Reference – Staffing and Finance Committee

Quorum: 3 Governors who are appointed members of the committee

Name	Role	Term of office
Steve Southern	Parent	30.04.14 to 29.04.18
Liz Hardwick	Co-opted	17.11.14 to 16.11.18
Bryony Bell	LA	26.06.14 to 25.06.18
Judy Kerton	HT	Ex-officio
Louise Rolfe	Staff	18.09.14 to 17.09.18
Michael Harvey	Co-Opted	17.11.14 to 16.11.18

Chair of the committee	Steve Southern
-------------------------------	----------------

Clerk to the committee	Ged McCoy
-------------------------------	-----------

Date Committee Established	19/09/2016
-----------------------------------	------------

Disqualifications: Any relevant person employed to work at the school other than as the headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Terms of Reference:

- In consultation with the Head Teacher to draft a budget plan in anticipation of the budget setting meeting.
- To establish, monitor and maintain an up to date 3 year financial plan, and update the governing body at each meeting.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body.
- To review regularly and monitor spending priorities in the school development plan and, where necessary, make recommendations to the Governing Body.
- To ensure the school operates within the financial regulations of the Local Authority, and report any issues to the governing body.
- To monitor the expenditure of all voluntary funds kept on behalf of the Governing Body.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service level agreements.
- To make decisions on expenditure following recommendations from other committees, (prioritising security and health and safety issues).
- To determine whether sufficient funds are available for pay increments recommended through performance management by the Head Teacher.
- In the light of the Head Teacher performance management groups recommendations, to determine whether sufficient funds are available

for increments.

- To monitor, evaluate and review the Best Value Statement on an annual basis.
- To monitor, evaluate and review the Scheme of Delegation on an annual basis.
- To draw up a staffing structure (teaching and non teaching staff, roles and responsibilities etc.) and to review it annually.
- To review the whole school policy.
- To liaise and consult with other committees where necessary.
- To review job descriptions.
- To carry out procedures for the appointment of new teaching staff (with the exception of head teacher and deputy head teacher)
- To ensure that proper contracts of employment are issued to all staff and that appropriate job descriptions are in place.

Key Policies:

- Scheme of Delegation
- Best Value Statement
- Management Support guide (to include appointment and promotion, salaries and grading, redeployment, resignation and termination)
- SFVS (Schools Financial Value Standards)

Key Training for Governors:

- School Budgets
- SFVS

These terms of reference agreed by the Governing Body	19/09/2016
--	------------

Date of review	September 2017
-----------------------	-------------------