



Finance and Staffing Committee

Terms of Reference

- In consultation with the head teacher and bursar, to draft the first formal budget plan of the financial year and present to the governing body.
- To submit the approved budget to the Director of Education by the required date.
- To establish and maintain an up to date 3 year financial plan.
- 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 ensure that the school operates within the Financial Regulations of the County Council.
- To ensure spending plans are linked to the School Development/Improvement Plan.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure following recommendations from other committees.
- To prepare financial statements for inclusion in the governing body report to parents.
- To ensure financial information is provided to the LEA as required and respond to any recommendations following internal audits of the school.
- To ensure performance management is carried out and determine pay increments as discussed the Head teacher/Performance management group.
- In the light of the Head teacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments.
- To review school policies relating to the Staffing and Financial aspects of the school
- To be responsible for the recruitment and appointment procedure of staff in accordance with current legislation.
- To hear and decide in matters relating to Staff dismissal and Staff conduct concerns of the Senior Management Team.

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

Name of Governor	Position
Janet Dixon	Member
Mark Roberts	Member
Carly Buckingham	Member
Graham Shaw	Member

Quorum is 3 members

Signed By the ChairC. Buckingham.....

Date terms of reference agreed by the Governing Body11.02.2020.....