



Terms of Reference: Staffing and Finance Committee

Membership: The committee shall consist of up to 6 Governors, one of whom is the Head teacher. The committee may co-opt two non-voting members. The quorum is 3. Recommendations for appointments of Non-voting members may be made to the governing body for approval.

- To ensure that all policies and procedures relating to finance and HR are reviewed and amended where appropriate.
- To provide feedback to the governing body in all matters relating to staffing and finance.
- To establish and oversee the operation of the school's performance management policy and have representation on the Pay Committee. - Oversee arrangements and operation of the head teacher's performance management.
- To review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor all income and expenditure and report the financial situation to the Governing Body at the Full Governors Meeting each term. To include recommendations for actions, and accounting for decisions made or actions taken.
- To consider each year's forecast income and expenditure and present an annual budget to the Governing Body for approval ready for the start of the financial year.
- To prepare and review financial policy statements, including consideration of long term planning and resolution.
- To receive and agree the annual inventory check. This is completed each year during the Spring term.
- To liaise with the school's senior staff and bursar to achieve the required financial management service standards.
- To ensure that all procedures relating to recruitment, selection and appointment of staff have regard to legislation and current LA guidelines and safer recruitment processes.
- To annually review, with the Headteacher, the staffing structure of the school.
- In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the school, including allowances and temporary recruitment and retention payments where appropriate.
- To consider the financial implications of policy changes within school, for example changes in the funding for SEND (Special Needs) pupils
- To check annually the school's register of financial interests in the autumn term
- To review the financial implications, benefits and cost effectiveness of the School Improvement Plan
- To recommend to the Governing Body, allocation of capital money through the DFC in liaison with the Site, health and safety committee
- To review these terms of reference annually