



## Finance & Staffing Committee - Terms of Reference

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain, their decisions and actions.

The Governing Board shall act as “critical friend” to the Executive Headteacher/Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

### Membership

8 Governors, one of whom will act as chair.

### Quorum

To consist of at least 50% members' attending or more

<b>Chair:</b>	To be elected by the Committee (to be determined by the Full Governing Board). The Governing Board can remove the Chair at any time.
<b>Clerk to the Committee:</b>	To be elected by the Committee (to be determined by the Full Governing Board). The Governing Board can remove the Clerk at any time.
<b>Meetings:</b>	At least once a term and in conjunction with Full Governing Board meetings and as otherwise required.
<b>Agendas/Papers</b>	To be circulated to all committee members at least one week before the meeting.
<b>Minutes/ confidential minutes:</b>	To be circulated to all members of the committee 1 week prior to the date of the meeting, and with the agenda/ papers for the next Full Governing Body meeting, for all other Governors. Minutes to include items discussed, decisions made and/or a record of any proposals/recommendations for the Governing Board to consider, and clear reasons for decisions taken.
<b>Voting Rights:</b>	Voting rights for non-governors serving the committee to be determined annually at the first Full Governing Board meeting.

### The Finance & Staffing Committee shall:

1. Appoint the Chair of the committee.
2. Appoint a Clerk to the Committee.
3. Construct an annual budget in conjunction with the Headteacher for submission to the Full Governing Board.
4. Review annually the levels of Financial Delegation operated within the school.
5. Review annually the Controls Assurance Statement and ensure any necessary action is taken.

6. Assist the Headteacher in monitoring of the budget by reviewing on a termly basis actual income and expenditure against budget.
7. Review reports by internal audit and where appropriate the LA Finance Team as to the effectiveness of the financial procedures and controls, and to ensure their submission to Full Governing Board.
8. Review pupil numbers and expected income levels based on *likely* pupil levels.
9. Review staffing levels annually.
10. Consider progression of staff on the school leadership pay spine annually.
11. Ensure Staff Performance Management is carried out by the school.
12. Ensure accounts are properly finalised at financial year end and that the school complies with Consistent Financial Reporting (CFR) deadlines identified by the Local Authority.
13. Ensure the school complies with the Local Authorities Financial Regulations and the Schools Financial Value Standard.
14. Award contracts in line the schools levels of Financial Delegation.
15. Ensure that any unofficial accounts are audited on an annual basis (by someone independent from the school) and that such accounts are presented to the Finance Committee.
16. Where appropriate appraise expenditure options and to ensure where necessary that decisions are consistent with the priorities identified within the School Development Plan.
17. Ensure a 'Register of Business Interests' is maintained by the school for all staff.
18. Ensure the school meets its legal requirements for the operation of the schools Devolved Formula Capital Allocation.
19. Ensure the monitoring and implementation of stress management.
20. To review Terms of reference for the Finance and Staffing, Pay Progression, Pay Progression Appeals Committees and make recommendations to the full Governing Board.
21. To keep the following policies and their practice under review and to make revisions where appropriate;

- a) Charging
- b) Health & Safety
- c) Educational Visits
- d) Emergency Scheme
- e) Lettings
- f) Smoking at Work
- g) Whistle Blowing
- h) Governors Expenses
- i) First Aid
- j) Accessibility Plan
- k) School Fund Mission Statement
- l) Salford Scheme of Delegation
- m) Salford Scheme for Local Management of Schools
- n) Standing Orders and Financial Regulations
- o) Safe Recruitment and Working Practices
- p) Probationary Period
- q) Management of Absence
- r) Parental Leave
- s) Staff Special Leave of Absence
- t) Support Staff Capability
- u) Teachers Capability
- v) Employee Code of Conduct
- w) Disciplinary Procedure for School Based Staff
- x) Teachers Pay
- y) Grievance Procedure

z) Procedure for Managing Complaints about a Governor

- To keep abreast of the school's statutory obligations and accountability via scrutiny of the following:
  - a) Health and Safety Audit
  - b) School Budget
  - c) Devolved Formula Capital Update
  - d) Revenue Performance Budget
  - e) Annual Revenue Management Audit
  - f) Schools Financial Value Standard
  - g) School Fund Audit
  - h) Financial Checklist
  - i) Levels of Financial Delegation
  - j) Bank Signatories
  - k) Asset Register
  - l) Asset Disposal Register

**Committee Members:**

Rev Fr L Devany (Chair)  
Rev Fr Collins  
Mrs JA Finch  
Mrs J Brooks  
Mr S Ryan  
Mr J Murchan  
Mr P Murden  
Mrs A Byrne

**Voting rights:** All members have full voting rights

**Clerk to the Committee:** Mrs J Taylor (School Clerk to Governors)

**Review** Membership and Terms of Reference to be reviewed termly at the Governors' Finance and Staffing Committee meetings and ratified annually at the first Full Governing Board meeting.

Review: Signed: Date: 18.10.2018  
.....  
(Chair)

**Date of next review –Full Governing Board –20.03.2018**

Signed: ..... Date:  
(Chair of Governors)