



## **Finance & Staffing Committee Terms of Reference**

1. The Committee shall consist of at least 6 Governors including the Headteacher. At least 3 Governors should be non-staff governors. The Chair of Governors may attend and vote as a member *ex officio*.
2. The quorum is 3 Governors
3. The committee shall meet at least termly or more frequently if required.
4. The chair shall be elected from within the committee at the first meeting of the school year and shall serve for one year
5. Declaration of Interests should be included in the Agenda of the first meeting of the academic year.
6. Staff members shall withdraw from the meeting when the subject under discussion is the pay or performance of that person or another member of staff. The Headteacher shall withdraw if the discussion relates to her pay or performance.
7. The committee shall be empowered to take decisions on behalf of Governing Body and shall report such decisions to the following meeting of full Governing Body. Their remit includes responsibilities as listed under:- Autumn 1, Autumn 2 (if required), Spring 1 and Summer 1.

### **The following items may be delegated to the Chair of Finance & Staffing**

- Signing the Statement of Internal Controls and Best Value Statement on behalf of the Governing Body
- Assist in the preparation of the annual budget for the school
- Consider strategic financial issues on behalf of the Governing Body
- To make all necessary arrangements for the appointment of the Headteacher/Deputy Headteacher if delegated by the Governing Body and in consultation with HR

FINANCE - AUTUMN 1 OCTOBER	FINANCE - SPRING 1 FEBRUARY	FINANCE - SUMMER 1 MAY
<ul style="list-style-type: none"> <li>• To review periodically the budget and report on any changes, anomalies and updates on income and expenditure to the governing body - Budget Monitoring Statement 1 including Commissioned Services &amp; Time Out</li> <li>• Update on Pupil premium</li> <li>• To agree the level of delegation to the head teacher for the day-today financial management of the school.</li> <li>• To complete a Statement of Internal Control at the end of the year once Consistent Financial Report (CFR) has been verified by the DfE.</li> <li>• To authorise items of petty cash spend in excess of £100</li> <li>• To fulfil the requirements of the School Financial Value Standard</li> </ul>	<ul style="list-style-type: none"> <li>• To review periodically the budget and report on any changes, anomalies and updates on income and expenditure to the governing body - Budget Monitoring Statement 2. Consider the out-turn figures for the current year.</li> <li>• Review budget and spending for Sensory Support, Portage &amp; LEAPS, Time Out Club &amp; Independent Travel.</li> <li>• To authorise items of petty cash spend in excess of £100</li> </ul> <p><b>MONITORING / INFORMATION</b></p> <ul style="list-style-type: none"> <li>• To vire between budget headings during the course of the year, within the delegated limits specified by the whole governing body.</li> <li>• To ensure the principles of Best Value are taken into account in relation to procurement and/or competitive tendering for services/contracts/service level agreements.</li> </ul>	<ul style="list-style-type: none"> <li>• To submit a final 3 Year budget plan to the LA by 31<sup>st</sup> May, assuming relevant data is made available by the LA.</li> <li>• Review individual budgets and spending for Sensory Support, Portage &amp; LEAPS, Time Out Club &amp; Independent Travel.</li> <li>• To authorise items of petty cash spend in excess of £100</li> <li>• Review charges for Lettings</li> </ul> <p><b>MONITORING / INFORMATION</b></p> <ul style="list-style-type: none"> <li>• To review periodically the budget and report on any changes, anomalies and updates on income and expenditure to the governing body.</li> <li>• To vire between budget headings during the course of the year, within the delegated limits specified by the whole governing body.</li> <li>• Advise of any Capital Allocation from LA.</li> <li>• Advise of PE &amp; Sport Premium funding</li> <li>• To sign and send Financial Services</li> </ul>

**MONITORING / INFORMATION**

- Local Bank Account September allocation & reconciliation for previous year.
- To vire between budget headings during the course of the year, within the delegated limits specified by the whole governing body.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body including FriendsOfBeaconHill (FOBH)

- To authorise signatories for the school bank account.
- To approve arrangements for the audit of funds received from sources other than the LA. e.g School Fund
- To monitor the School Fund

**POLICIES :-**

- Finance - annually
- Hire of Premises - annually

Unit a Best Value Statement when a budget plan is submitted.

**POLICIES :-**

- Policy :- Charging (Pupils) annually
- Policy:- Green Procurement - 2020

STAFFING AUTUMN 1 - OCTOBER	STAFFING SPRING 1 - FEBRUARY	STAFFING SUMMER 1 - MAY
<ul style="list-style-type: none"> <li>• Staff absence monitoring.</li> </ul> <p><b>MONITORING / INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Plan and review the CPD of staff in relation to the priorities outlined in the School Development Plan.</li> </ul> <p><b>POLICIES:-</b></p> <ul style="list-style-type: none"> <li>• Pay - 2017 (this policy may need to be on other agendas throughout the year depending on changes as &amp; when).</li> <li>• Resolving Group Dispute at work 2019</li> <li>• Resolving grievances at work Policy &amp; Procedures 2018</li> <li>• Agency Workers Guidance - 2016</li> <li>• Fixed Term Contracts Guidance - 2016</li> <li>• Bullying &amp; Harassment - 2017</li> <li>• Staff Induction Policy - 2017</li> <li>• Violence at Work - 2019</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure the school policies and procedures comply with the appropriate equal opportunity and diversity legislation, for example sex, Race, disability, age, religion &amp; belief, sexual orientation etc as they related to learners, job applicants or staff.</li> <li>• Update on staff absence</li> </ul> <p><b>MONITORING / INFORMATION</b></p> <ul style="list-style-type: none"> <li>• Staff Survey</li> <li>• To ensure the arrangements for Performance Management Threshold Payments are implemented for all staff by the appropriate deadlines and to ensure that there is an established mechanism for the Head teacher to feed back to the Governing Body annually.</li> </ul> <p><b>POLICIES:-</b></p>	<ul style="list-style-type: none"> <li>• Update on staff absence.</li> </ul> <p><b>POLICIES:-</b></p> <ul style="list-style-type: none"> <li>• Flexible Working Policy &amp; procedures - 2018</li> <li>• Appraisal Policy - Teaching &amp; Support Staff - 2018</li> <li>• Managing Staff Performance - 2018</li> <li>• Leave of Absence - 2018</li> <li>• Managing secondments - 2018</li> <li>• Lunchtime Assistants - 2019</li> <li>• Teaching Assistants - 2019</li> <li>• Mental Health &amp; Wellbeing Policies - 2018</li> <li>• Attendance Management - 2018</li> <li>• Social Networking - 2018</li> <li>• Debriefing - 2018</li> <li>• Continuing Professional Development - 2018</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Disciplinary - 2018</li><li>• Redundancy - 2018</li><li>• Capability - 2018</li><li>• Whistleblowing - 2019</li></ul> |  |
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<b>FINANCE &amp; STAFFING AUTUMN 2 - December</b>	
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Additional Finance & Staffing discussions if required	
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**POLICIES:-**

- Safety expectant mothers - 2017
- Work Life Balance Policy - 2018
- Recruitment & Selection - 2019
- Lone Working - 2018