

Terms of Reference

Finance and Staffing Committee *(including staffing, finance and premises)*

Finance

- To review, adopt and monitor all financial policies, including charging and remissions policy.
- To consider at least three-budget monitoring reports each year monitoring the income and expenditure against the annual budget plan.
- To draft and propose the first formal budget plan of the financial year to the governing body for approval
- To establish and maintain a three-year financial plan to achieve the school vision, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets.
- Make decisions in respect of service level agreements.
- To annually review staff salaries.
- Review benchmarking information.
- To report back to each meeting of the full governing body and alert them of potential problems or significant anomalies at an early date.
- Determine lettings and charging policies for users of the school grounds and premises.
- Subject to the delegation scheme, approve spending.
- Review and complete the SFVS (Schools Financial Value Standard), undertake any remedial action identified as part of SFVS
- Receive and act upon any issues identified by the local authority audit report
- Consider future number of pupils on roll.
- Consider the use and impact of the Sports Premium, Pupil Premium and any other earmarked funding.

Staffing

- Review staffing structures.
- Ensure that the school is staffed sufficiently for the fulfilment of the School Improvement Plan and the effective operation of the school.
- Establish and oversee the operation of the school's Appraisal Policy – including the arrangements and operation of the schools appraisal procedures for the Head Teacher
- Establish and review the school's Pay Policy for all categories of staff.
- Annually review procedures for dealing with staff discipline and grievance.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- In consultation with staff, to oversee any process leading to staff reduction.
- Review the Single Central Record
- To consider pay discretions

Premises

- To establish, review and monitor the Health and Safety Policy
- To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues. To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
 - *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To ensure that actions are taken in respect of relevant health and safety legislation
- To receive health and safety reports and agree action plans
- To develop and annually review an Asset Management Plan for the school.
- To establish and keep under review an Accessibility Plan.