



## **Terms of Reference for Finance, Staffing & Salaries Committee**

**The governing body can delegate any of its statutory functions to a committee, subject to prescribed restrictions. The full governing body shall agree the level of delegation to this committee.**

### **Membership**

The governing body shall determine and review annually at its first meeting of the school year, the establishment, terms of reference, constitution and membership of the committees.

Associate members may be members of the committee, but the majority of committee members shall be governors. Associate members may give advice and may have limited voting rights in accordance with any restrictions placed upon them by the governing body.

The committee shall comprise of at least 3 governors (to include at least 1 Foundation Governor).

The Committee may have in addition, such non-voting members as the Governing Body shall appoint.

The Governing Body may remove or replace a member of the Committee at any time.

### **Quorum**

The quorum shall be 3 governors (to include at least 1 Foundation Governor).

(The committee shall not meet without the Headteacher, or substitute nominated by the Headteacher).

### **Chairing**

The committee shall appoint a chairman at the first meeting of the Autumn term.

(There are no restrictions as to who can chair a committee).

### **Clerking**

The governing body shall appoint a clerk to the committee. This must not be the Headteacher, but committee members may act as clerk in the absence of the formally appointed clerk.

Minutes will be sent out to all governors.

### **Terms of Reference**

To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.

To prepare a budget, annually, for the approval of the Governors

To prepare and review financial policy statements, including consideration of long term planning and resources, for approval of the Governing Body

To review the level of delegation to the Headteacher for the day-to-day financial management of the school budget, for the approval of the Governing Body.

To ensure that all financial transactions are conducted in accordance with good practice as directed by the County Council.

To ensure that best value is achieved in financial transactions.

To receive, and where appropriate, respond to periodic audit reports of public funds.

To ensure that non-public funds (e.g. school private funds) are audited annually and that a certificate of audit is presented to the Governing Body.

To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee

To establish a salary policy for all staff and to be responsible for its administration and review.

To oversee the appointment procedure for all staff.

To oversee the process leading to staff reduction.

To keep under review staff work/life balance, working conditions and well being, including the monitoring of absence

To make recommendations on personnel related expenditure to the Finance Committee.

To consider any appeals against a decision on pay grading or pay awards.

To consider any marketing issues.

Terms of reference agreed by the Finance Committee: 27<sup>th</sup> September 2016

To be ratified at Full Governing Body meeting: 13<sup>th</sup> October 2016

<b>Name of Governor</b>	<b>Date Appointed to the Committee</b>
Jacqui Scarborough	2004
Father Brian	09/2015
Graham Boulton	2005
Gareth Churcher	09/2016