

Finance & Staffing Committee Timetable '17– '18

	Autumn Term	Spring Term	Summer Term
Repeating Tasks	<ul style="list-style-type: none"> • Monitor School Budget • Monitor Virements • Arrangements for HT Appraisal Meeting • 1st contribution to Barchester Fund • Review Terms of Reference • Review internal financial regulations • Receive unofficial school fund end of year reports • Confirm Best Value Statement • Benchmarking Report 	<ul style="list-style-type: none"> • Monitor School Budget • Monitor Virements • Plan Budget for 2015/16 • Hold a staffing review • Receive Appraisal report on staff and HT and review teacher's salary • 2nd contribution to Barchester Fund • Apply for Grants • Review Pay Policy • Review Stress Management Policy • Prepare SFVS for submission • Review charging Policy 	<ul style="list-style-type: none"> • Monitor School Budget • Monitor Virements • Receive and review end of 2009/10 figures • Consider reserves and balances c/f to 2010/11 • Review complaints Policy • Review Appraisal / capability Policies
New Initiative Tasks			

Finance & Staffing Committee Timetable '18 – '19

	Autumn Term	Spring Term	Summer Term
Repeating Tasks	<ul style="list-style-type: none"> • Monitor School Budget • Monitor Virements • Arrangements for HT Appraisal Meeting • 1st contribution to Barchester Fund • Review Terms of Reference • Review internal financial regulations • Receive unofficial school fund end of year reports • Confirm Best Value Statement • Benchmarking Report 	<ul style="list-style-type: none"> • Monitor School Budget • Monitor Virements • Plan Budget for 2016/17 • Hold a staffing review • Receive Appraisal report on staff and HT and review teacher's salary • 2nd contribution to Barchester Fund • Apply for Grants • Review Pay Policy • Prepare SFVS for submission • Review charging Policy 	<ul style="list-style-type: none"> • Monitor School Budget • Monitor Virements • Receive and review end of 2009/10 figures • Consider reserves and balances c/f to 2010/11 • Review Appraisal / capability Policies • Review Whistle Blowing Policy • Review Dept Management Policy • Review Work Related Bullying Policy • Review smoke free policy
New Initiative Tasks			

Finance & Staffing Committee Timetable '16 – '17

	Autumn Term	Spring Term	Summer Term
Repeating Tasks	<ul style="list-style-type: none"> • Monitor School Budget • Monitor Virements • Arrangements for HT Appraisal Meeting • Check 1st contribution to Barchester Fund made by PCC • Review Terms of Reference • Review internal financial regulations • Receive unofficial school fund end of year reports • Review Disposal of assets Policy • Review Absence of Employees Policy • Confirm Best Value Statement • Benchmarking Report 	<ul style="list-style-type: none"> • Monitor School Budget • Monitor Virements • Plan Budget for next financial year • Hold a staffing review • Receive Appraisal report on staff and HT and review teacher's salary • Check 2nd contribution to Barchester Fund made • Apply for Grants • Review Pay Policy • Review ICT security policy • Prepare SFVS for submission • Review charging Policy 	<ul style="list-style-type: none"> • Monitor School Budget • Monitor Virements • Receive and review end of year figures • Consider reserves and balances c/f to current financial year • Review Appraisal / capability Policies • Review lettings Policy
New Initiative Tasks			