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| Finance & Staffing Committee Timetable ‘20– ‘21 |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Repeating Tasks** | * Review Terms of Reference
* Monitor School Budget
* Monitor Virements
* Arrangements for HT Performance Management Meeting
* 1st contribution to Barchester Fund
* Confirm Best Value Statement
* Review charging policy
* Review Pay Policy
* Review lettings Policy
* Review internal financial regulations
 | * Monitor School Budget
* Monitor Virements
* Plan Budget for following financial year
* staffing review
* Receive teachers and head appraisal report and review of head teacher’s salary
* 2nd contribution to Barchester Fund
* Apply for Grants?
* financial value standard review
* Benchmarking Report
* Receive unofficial school fund end of year reports
* Review complaints policy
 | * Monitor School Budget
* Monitor Virements
* Receive and review end of year figures
* Consider reserves and balances c/f
* Review Appraisal Policy
* Review Capability Policy
* Review Work Related Bullying Policy
* Review absence of employees policy (sickness absence)
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| **New Initiative Tasks** |  |  |  |

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| Finance & Staffing Committee Timetable ‘21– ‘22 |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Repeating Tasks** | * Review Terms of Reference Monitor School Budget
* Monitor Virements
* Arrangements for HT Performance Management Meeting
* 1st contribution to Barchester Fund
* Confirm Best Value Statement
* Review charging policy
* Review Pay Policy
* Review lettings Policy
* Review Disposal of assets Policy
* Review internal financial regulations
 | * Monitor School Budget
* Monitor Virements
* Plan Budget for following financial year
* Hold a staffing review
* Receive teachers and head appraisal report and review of head teacher’s salary
* 2nd contribution to Barchester Fund
* Apply for Grants?
* financial value standard review
* Benchmarking Report
* Receive unofficial school fund end of year reports
 | * Monitor School Budget
* Monitor Virements
* Receive and review end of year figures
* Consider reserves and balances c/f
* Review Appraisal Policy
* Review Capability Policy
* Review Whistle Blowing Policy
* Review Debt Management Policy
 |
| **New Initiative Tasks** |  |  |  |

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| Finance & Staffing Committee Timetable ‘19– ‘20 |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Repeating Tasks** | * Review Terms of Reference
* Monitor School Budget
* Monitor Virements
* Arrangements for HT Performance Management Meeting
* 1st contribution to Barchester Fund
* Confirm Best Value Statement
* Review Pay Policy
* Review lettings Policy
* Review internal financial regulations
* Review charging policy
 | * Monitor School Budget
* Monitor Virements
* Plan Budget for following financial year
* Hold a staffing review
* Receive teachers and head appraisal report and review of head teacher’s salary
* 2nd contribution to Barchester Fund
* Apply for Grants?
* financial value standard review
* Benchmarking Report
* Receive unofficial school fund end of year reports
* Review alcohol / drug abuse policy
 | * Monitor School Budget
* Monitor Virements
* Receive and review end of year figures
* Consider reserves and balances c/f
* Review Appraisal Policy
* Review Capability Policy
* Review Stress Management Policy
 |
| **New Initiative Tasks** |  |  |  |