|  |  |  |  |
| --- | --- | --- | --- |
| Finance & Staffing Committee Timetable ‘23– ‘24 | | | |
|  | **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) |
| **New Initiative Tasks** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Finance & Staffing Committee Timetable ‘22– ‘23 | | | |
|  | **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** |  |  |  |