



The Lune Valley Federation of Leck St Peter's & Hornby St Margaret's C.E. Primary Schools

Terms of reference for the Finance & Staffing Committee

Membership

The Committee shall consist of at least 4 members of the Governing Body. The Headteacher is a member of the Committee.

The Committee will elect a Chair from within its membership.

Non-voting participants may be invited to meetings by the committee as and when required.

The Committee shall have such co-opted, non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments.

The membership of the Committee shall be reviewed and determined annually by the Governing Body.

Quorum

The quorum shall be 3 members, including the Headteacher, but excluding any co-opted non-voting members.

Meetings

The Chairman shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented to the next meeting of the Governing Body.

The Committee shall meet at least once a term and otherwise as required.

Terms of Reference

Finance

1. To provide guidance and assistance to the Headteacher and the Governing Body on all financial issues.
2. To recommend to the Governing Body internal financial regulations for the financial management of the school in accordance with guidance issued by the Authority.
3. To consider budget plans presented by the Headteacher and to make recommendations to the Governing Body for approval.
4. To consider budget monitoring reports relating to all public funds (ie school budget share and any other funds devolved by the Authority including Standards Fund) and make recommendations to the Governing Body.
5. To recommend virements between budget headings where the value is in excess of the sum delegated to the Headteacher under the school's internal financial regulations.

6. To consider and make recommendations on all finance policies of the school including those relating to charges, lettings and income.
7. To contribute to the school's improvement plan including consideration of the longer term resource requirements of the school.
8. To consider the appropriate level of reserves and balances bearing in mind guidance produced by the Authority.
9. To consider the annual audited accounts of all unofficial funds prior to presentation to the Governing Body.
10. To consider audit reports and other relevant reports and make recommendations to the Governing Body.
11. To consider and advise on any financial matter referred to it by the Governing Body.

Staffing

1. To prepare staff policies for approval by the governing body.
2. In conjunction with the headteacher, to draw up a staffing structure (teaching and non-teaching staff, posts of responsibility, etc) and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation.
4. To carry out all procedures for the appointment of new teaching staff (except headteacher or deputy headteacher) and key support staff, in accordance with agreed arrangements.
5. To delegate to the headteacher all provision of supply cover of under one term's duration.
6. To delegate to the headteacher and one committee member the appointment of all other support staff.
7. To consult as required (e.g. over pay policy) with all staff or with recognised trade unions.
8. To ensure that appropriate job descriptions are in place.
9. To confirm that the arrangements for staff appraisal are in place and being developed.
10. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.
11. To receive regular reports on staff absence, if not already reported to the full governing body.
12. Review annually the unit total of the school and the effect, if any on the ISR.

NOTE (a) The appointment of a headteacher or deputy headteacher is not a function of this committee.

Headteachers should not take part in the appointment process for their successor.

Signed.....

Date.....

Chair of the Finance and Staffing Committee