

Rushey Mead Primary School
Staffing and Finance Committee

Terms of Reference – Academic Year 2022/23

The Full Governing Body at Rushey Mead Primary School has delegated financial responsibilities to the Staffing and Finance Committee. The Committee will report back decisions made to the Full Governing Body.

The main purpose of the Staffing and Finance Committee is to monitor and agree the school's budget and carry out the statutory responsibilities detailed in Section 21 of the Education Act 2002. The Committee is also required to agree the school's staffing complement and pay policy, and make decisions on health, safety and premises matters. It recommends approval of the budget to the Full Governing Body.

Responsibility for the implementation of financial decisions remains with the Headteacher.

The Statutory Position

The statutory responsibilities of the Governing Body are detailed in **Section 21** of the **Education Act 2002**. The Full Governing Body delegates the following tasks to the Staffing and Finance Committee:

- Set financial priorities through the:
 - a) Strategic School Development Plan (SDP)
 - b) Three-year financial plan
 - c) Annual budget

- Decide on how the school's delegated budget should be spent, in accordance with their SDP and the statutory curriculum requirements laid down by the government.
- Propose and monitor the annual budget.
- Ensure the budget is managed effectively.
- Ensure the school meets all its statutory obligations and, through the Headteacher, complies with its LA's financial regulations or standing orders.
- Determine virement and expenditure thresholds.
- Evaluate the effectiveness of spending decisions.
- Determine the staff complement and a pay policy for the school (in accordance with School Teachers' Pay and Conditions).
- Work with the Headteacher to determine the staffing structure for the school.
- Work with the Headteacher to deal with any staffing issues that arise.
- Act as a 'critical friend' to the Headteacher by providing advice, challenge and support.
- Establish a written performance management policy to govern staff appraisal, after making sure that all staff have been consulted, once it has been ratified by the full Governing Body.
- Work with the Headteacher to make decisions on health and safety issues, as reported by the health and safety governor.
- Work with the Headteacher to make decisions on premises issues that arise.

Membership

A minimum of 3 Governors, including the Headteacher. Any relevant person employed to work at the school, other than the Headteacher, is disqualified from meetings, when the subject for consideration is the pay of any person employed to work in the school. The Headteacher will be disqualified from attending meetings in cases where his/her pay or performance are being discussed.

The clerk to the committee is: Robyn Cooper

Quorum

3 Governors, including the Headteacher.

Frequency of Meetings

The Staffing and Finance Committee shall hold a meeting at least once per term, or more frequently as agreed from time to time. The members of the committee will be given at least seven clear days of a meeting. The notice in writing will include a copy of the agenda.

Chair of the Committee

The chair shall be elected annually at the first committee meeting of the new academic year. The chair of the committee must resign office, but may remain on the committee if they subsequently take up employment at the school. No governor should serve more than three consecutive years as chair of the committee, unless otherwise agreed by the Full Governing Body.

Reporting Back

The Committee will report back to the Full Governing Body at each meeting. Minutes of the committee will be circulated to all Governors.

Standing Orders

- The terms of reference outlining the committee's responsibilities and the items for which they have delegated authority to make decisions on behalf of the Full Governing Body will be developed by the committee, but approved by the Full Governing Body.
- These terms of reference and standing orders will be reviewed annually at the first meeting of the academic year.
- No alterations or additions to the terms of reference shall be made, except by the Full Governing Body.
- The agenda for any meeting shall be distributed to the members at least seven clear days prior to the meeting.
- All committee meetings will be minuted and must be signed by the chair at the next committee meeting. They will be circulated to the Full Governing Body.
- Where there is an equality of votes on an issue relating to the delegated responsibilities of the committee, the chair will have the casting vote.

Signed

A handwritten signature in black ink, appearing to read 'Sue Welford', written over a horizontal line.

Sue Welford, Chair of the Staffing and Finance Committee

Dated: 28/11/2022

Review date: September 2023

Approved by the Governing Body at the Full Governing Body meeting held on 28th November, 2022.