



Battledown Centre for Children and Families

Finance and Staffing Committee Meeting

Terms of Reference

The Governors' Finance & Staffing Committee will monitor and review all matters relating to the financing and staffing of Battledown; provide relevant information and recommendations and accordingly enable the Full Governing Body to make appropriate decisions.

Committee Membership

The Committee shall consist of at least *five* governors and the Headteacher. In addition, the Business Manager may attend, but will not have voting rights. The Committee will appoint a Chair and a Vice Chair from within its members, who will not be the Headteacher, a member of Battledown Staff, the Chair of Governors or whenever possible the Vice-Chair of Governors.

Meetings

The Committee will meet as required, usually five times per year. The agenda will be published a week in advance of a meeting. Agreed minutes will be circulated to all governors ahead of the subsequent FGB.

Quorum

The committee will be considered to be quorate when *three* members are present.

Voting

Decisions must be agreed by the majority of committee members. Where voting results in no overall agreement, the chair has a second, or casting, vote.

Function

The committee has delegated responsibilities from the Full Governing Body to act on its behalf to:

- 1) monitor and review the school's policy and practice regarding
 - the school's annual budget
 - staffing
- 2) advise, assist and support the Headteacher in planning, monitoring and reviewing the school's finances and ensuring it is staffed adequately and appropriately.

Obligations to Full Governing Body

The Committee shall advise the Governing Body with regard to its statutory obligations. With regard to finance it will:

- monitor and review any financial provision which has been transferred between budgetary accounts since the last meeting, in excess of the power of virement sub-delegated to the Headteacher/Business Manager and as to the cumulative spend
- review information on income and expenditure for the governor's budget plan and CFR produced by the Business Manager
- consider and approve action when the spend shows variance from the agreed plan
- monitor income and expenditure of all public funds, i.e. budget share and any other funds devolved by the LA according to an agreed timescale
- approve the in-year virement of funds between different budgetary headings, subject to the restrictions set out in the Finance Policy
- report all in-year virement of funds to the next meeting of the full governing body.
- consider the draft budget plan, taking into account the priorities of the school, before it is submitted for the approval of the Full Governing Body
- ensure that the approved budget plan is submitted by the Business Manager to the Local Authority
- review the school's finance policy
- monitor spends in-year against the approved budget
- authorise signatories for the school's Imprest bank account for notification to the LA
- approve arrangements for the auditing of non-LA funds and oversee the completion of form FN12



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- respond to any issues arising from the audit of the school's finances and report back to the full governing body
- monitor and review the completion of the self-evaluation and monitor return for SFVS.
- monitor and report on the use made of the school's INSET budget for staff training
- delegate responsibility for the monitoring, review and consequent recommendations regarding all aspects of any individual's pay, to the Pay Panel

With regard to staffing it will:

- ensure appropriate personnel policy and procedures are adopted (as set out in the Gloucestershire Employment Manual)
- in relation to the school's SDI Plan, monitor and review the staffing structure for teaching, administrative and support staff a) annually b) when a vacancy arises
- request Job Evaluations
- approve Job Descriptions and Person Specifications for all posts
- give responsibility to the Headteacher with regard to the appointment of supply teachers and other temporary appointments up to one year's duration, together with all appointments of Midday Supervisors and other Ancillary staff.
- ensure that all members of staff have current and accurate job descriptions that are reviewed regularly.
- develop, monitor and review staffing policies and procedures re the selection and appointment of staff; induction; pay; continuing professional development; equal opportunities.
- agree membership and procedures for staff appointment panels
- monitor and review the school's Performance Management Policy and procedures
- ensure that the Performance of the teachers is reviewed annually in accordance with regulations
- monitor the school's sickness/absence rates and any consequent need for HR input
- develop, monitor and review the school's policies for flexible working, TOIL, achieving work/life balance etc
- delegate responsibility for the Headteacher's Performance Review to the HPR Panel.

Reporting to the Governing Body

Agreed Committee minutes will be made available to all members of the Governing Body, ahead of the date for publication of the agenda for the next Full Governing Body meeting, in order that any questions can be tabled for debate and resolution at that meeting

Revision

This document will be reviewed annually at the first Committee Meeting of the academic year and then taken to the next FGB meeting for approval.

Date: 8th November 2016

Review: October/November 2017

Signed: R Sutton

Chair of Governors

Date: 7/2/17