



FINANCE, RESOURCES & PERSONNEL COMMITTEE

TERMS OF REFERENCE

1 Membership

There shall be a minimum of three members, all of whom must be governors.

2 Quorum and voting

Only members of this Committee who are governors are entitled to vote. The quorum is three members.

3 Meetings

Meetings will be held at least one per term.

4 Functions

- 4.1 To receive from the Governing Body the SDP and review the relevant sections pertinent to Finance and Personnel. Finance Committee can make recommendations to the Governing Body.
- 4.2 To keep under review all aspects of financial and health and safety management.
- 4.3 To ensure that the appropriate insurances of personnel are in place.
- 4.4 Establishing and reviewing a staffing policy (Staffing for Safety and Learning) to recommend to the Governing Body.
- 4.5 To receive regular reports on personnel and school income and expenditure in relation to the annual budget.
- 4.6 To advise the Governing Body on financial strategy and policy within the resources available in line with point 4.1.
- 4.7 To receive consider and present to the Governing Body annual estimates of the school's budget for final approval and the annual out-turn of the budget for the beginning of the financial year.
- 4.8 To consider, in budget terms, the more complex needs of the pupils.
- 4.9 To keep under review the staffing establishment of the school and to recommend to the Governing Body the financial limits for salaries within the overall school budget in line with national and local agreements.
- 4.10 To review the financial memorandum and regulations for the supervision and control of financial procedures, accounts, income and expenditure of the school, together with such related matters as considered necessary and desirable and to ensure appropriate audit arrangements are in place.
- 4.11 To authorise single non-staffing budget virements over £10,000; for clarity if there is an urgent need to make a decision between meetings, the Chair of Governors can sign off and email members of the Financial, Resource & Personnel Committee for approval and transparency.

5 Delegated powers from the Governing Body

- 5.1 To vire by email appropriate sums of money between budgets.
- 5.2 To approve a charging policy for pupils' extra-curricular activities.
- 5.3 To respond to Best Value Reviews and ensure appropriate action is taken.
- 5.4 Approval of any salary uplifts due to Performance Management.

6 Reporting back

The Chair will report back to the Governing Body either orally or in writing. A written report will be submitted to the Governing Body on any recommendation from this Committee, which requires Governing Body approval. The Chair is responsible for preparing a paragraph on the work of the Committee for the Annual Parents Report.

7 Decisions on expenditure

No decisions which involve committing expenditure will be made without referring the matter to the Headteacher/Governing Body as appropriate.

8 Training

All members of this Committee should receive of appropriate training. It is the responsibility of each governor to regularly review the training bulletin and book themselves on to appropriate courses.

9 Annual Review

Summer term.

10 Rights of attendance

The governor members appointed by the Governing Body, persons summoned for advice, Chair of Governors, Headteacher and Clerk.