

Terms of reference for 2021/22:

This committee's remit is delegated to it by the governing board and comprises the aspects of governance relating to:

- Financial planning and budget monitoring
- School site maintenance, development, health & safety
- Staffing requirements and issues

Staff pay awards fall outside the remit of this committee; oversight of the school's performance management cycle, the recommendation following Headteacher's appraisal and the approval of any pay awards come under the remit of the Pay Committee.

The following functions have been delegated to the committee:

Finance

- To agree the first formal budget plan of the financial year and recommend the budget to be formally ratified at a meeting of the Full Governing Board prior to the submission deadline (usually 31 May)
- To establish and maintain a three year financial plan
- To receive the financial reports from the school finance team
- To ensure that the school operates within the Financial Regulations of the County Council and compliance with the Department for Education
- To ensure full compliance with the Schools Financial Value Standards prior to 15 March deadline
- To monitor expenditure relating to capital funds and capital projects
- To receive and monitor any Service Level Agreements annually
- To review and approve expenditure required following recommendations from other committees

Resources

- To review the staffing structure annually in consultation with the Headteacher
- To review and approve the Pay Policy for teaching staff annually
- To oversee the recruitment and appointment of the Senior Leadership Team
- To keep under review staff work/life balance, working conditions, staff absence and well-being
- To establish a formal appeal committee to consider any appeal against a decision on pay grading or awards
- To ensure the Headteacher has all reasonable resources for effective teaching of pupils

Health & Safety

- To ensure that Health & Safety issues are prioritised
- To ensure there is a procedure in place for staff and visitors to follow updated with current health & Safety legislation and procedures
- To ensure there is a procedure in place for new staff with regard to Health & Safety as part of their induction process

Policies

- To review Charging and Remissions, Teacher's Pay, and Expenses policies
- To ensure that all policies within the remit of the committee are reviewed at appropriate intervals – as detailed in the policy planner

Meetings

November – to review Month 7 figures; to commence SFVS planning and budget planning for next financial year. To review site/premises priorities for coming year. To review staffing structure, in light of whether fit for purpose in terms of rising/falling number on roll and whether there is sufficient capacity to deliver the school priorities going forward.

March – to finalise SFVS for recommendation to FGB. To review Month 8/9 figures and year end position – to inform budget planning for next financial year. To report to the next FGB meeting.

April - to review the year-end financial position and implications on coming financial year. To finalise budget plan and three-year plan for new financial year – for recommendation to FGB for ratification. To review likely staffing in place for September. FGB to follow this meeting to approve budget

Terms of reference agreed by the governing board at FGB meeting on 15 December 2021

Signed:  (Chair of Goves)

Current Membership: See below **Quorum** – 3 required

Disqualification criteria: Staff governors (excluding the Headteacher) to withdraw for Part II meeting discussion involving other staff and will not participate in any staffing reduction process.

Name of Governor	Date Appointed to the Committee	Name of Governor	Date Appointed to the Committee
Chris Hamilton	September 2021	Patrick Dawson	September 2021
Nic Pretty	December 2021	Kirsty Mingard	December 2021
Nathan Aspinall	September 2021	vacancy	

Chair of Committee	Patrick Dawson	Governance Professional	Liz Bharj
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