



Finance and General Purposes/Staff Performance and Development Committee

Terms of reference:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- To make recommendations to the Full Governing Body on premises-related expenditure
- In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development and Accessibility Plan
- Additional items which individual Governing Body Committees may wish to include
- To provide guidance and assistance to the headteacher and governing body in all matters relating to budgeting and finance, with reference to 'SFVS'
- To review regularly the detail of the financial procedures agreed by the governing body
- To prepare and review financial police statements, including consideration of long-term planning and resourcing
- To consider each year's School Improvement/Development Plan (or post-Ofsted Action Plan) priorities, and to draw up an annual budget plan for reporting to the full governing body
- To prepare a Charging Policy for the school for reporting to the full governing body
- To monitor income and expenditure of all funds and to report the financial situation to the full governing body each term
- To monitor the impact of spending decisions upon educational achievement in the school.
- To recommend for approval by the governing body the level of delegation to the headteacher for the day-to-day financial management of the school
- To recommend the amount which can be vired between budget headings by the headteacher without prior agreement of the finance committee
- To ensure the audit of unofficial schools funds and FOSA funds
- To provide the financial information to be included in the governing body's Annual Report to parents
- To attend or commission appropriate governor training in accordance RAG rating requirements
- To attend budget planning meetings with the school's finance officer
- To report to the full governing body at each of its meetings
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of staff absence
- To make recommendations on personnel related expenditure to the Finance Committee
- To consider any appeal against a decision on pay grading or pay awards
- To oversee the quality of teaching through reviewing monitoring data presented by the nominated member of the Senior Leadership Team and reporting this to the governing body

Name of Governor/Associate Member	End of Term of Office
Mrs Helen Garrett	19/10/2020
Mr Phil Kew	16/12/2018
Mrs Sue Kew	16/12/2018
Miss Elizabeth Hackett	N/A
Mr Michael Little	31/08/2019
Mr Martin Hodgson	16/05/2020
Mr David Redding	05/03/2021

Chair of the Committee	Mrs Helen Garrett
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Clerk to the Committee	Mrs Carrie Smith
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Quorum (minimum of 3, committee can determine high number	3
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Date Committee established	10 / 10 / 2017
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These terms of reference agreed by the Governing Body	10 / 10 / 2017
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Date of review:	October 2018
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