



**Monk Fryston Church of England Primary School
Finance, Staffing & Premises Committee terms of Reference
2016-17**

“We aim to inspire a love of learning and provide the opportunities and encouragement for everyone to develop his or her full potential in meeting excellent standards of achievement and behaviour.”

1. Membership

- 1.1. Members of the Finance and staffing committee will be selected at the first Full Governing body meeting after the start of the school year. Names of the members shall be recorded in the Minutes of the first meeting of the Full Governing Body.
- 1.2. Membership shall consist of at least 5 members of the full Governing Body.
- 1.3. The Head Teacher and Chair of the Full Governing Body shall be members of this Committee.

2. Organisation

- 2.1. The committee shall elect its own Chair for the meetings. This appointment shall be made at the first meeting of the committee.
- 2.2. In the event that the appointed Chair cannot attend a meeting then the chair for that meeting shall be taken by one of the members of the committee present subject to agreement of the other members.
- 2.3. Minutes of the meeting shall be taken by a Clerk who is member of the committee.
- 2.4. A quorum shall consist of 3 of the members selected at the first meeting of the Full Governing Body.

3. Function

- 3.1. To monitor and approve school finance budgets as presented by the School bursar and Head Teacher. Monitoring to be undertaken by reviewing the financial data presented at the committee meetings.
- 3.2. To monitor and approve as necessary any matters relating to staffing as presented to the committee by the Head Teacher.
- 3.3. To monitor progress towards actions in the school development plan (SDP) relating to finance, staffing and premises.

4. Responsibilities

- 4.1. To recommend for approval the first formal budget plan to the full Governing Body
- 4.2. To approve revised budgets prepared by the School bursar and Head teacher
- 4.3. Monitor and approve budgets by reviewing budget statements as presented by the School bursar and Head teacher.
- 4.4. Monitor and approve financial forecasting as presented by the School bursar and Head teacher.
- 4.5. To monitor and consider all matters relating to staff as presented by the Headteacher
- 4.6. Give consideration to the draft and revised delegated budgets and make recommendations to the Full Governing Body
- 4.7. Set up and review authority levels on spending and virement through the Scheme of Delegation to the Headteacher and the Budget Management policy. Head Teacher authorised to make disposals of up to £5000.
- 4.8. Monitor income and expenditure against delegated budgets on a termly basis
- 4.9. Liaise with auditors if required
- 4.10. Monitor other school financial resources such as the school fund.
- 4.11. Report to the full Governing Body on the progress of the budget.
- 4.12. Inform the Governing Body of cost implications of School Improvement Plan
- 4.13. To advise the Governing Body on school lettings and review policy.
- 4.14. To recruit teaching staff.
- 4.15. To ensure that performance management of teaching staff is in operation

- 4.16. To ensure that performance management targets of Head are set
- 4.17. To delegate responsibility for Head teachers Performance Management
- 4.18. To advise Governing Body on pay of Head
- 4.19. To act as Staff Dismissal Committee three Governors or more Excluding staff members
- 4.20. To aid monitoring and evaluation of the impact of key priorities of the SDP