

CLIVE CE PRIMARY SCHOOL SCHOOL

FINANCE AND PERSONNEL COMMITTEE

The main functions of this committee are to consider and monitor:

- the school's budget;
- the staffing establishment and staff appointment procedures.

1. TERMS OF REFERENCE

The committee's responsibilities for financial matters are set out in Schedule 1.

The committee's responsibilities for general personnel matters are set out in Schedule 2.

2. MEMBERSHIP

- a) The membership of the committee shall be:
 - at least three governors
 - the head (*ex officio*)
- b) Except for the head, members shall be appointed annually at the autumn term meeting of the governing body.
- c) Should a vacancy arise, a successor shall be appointed by the governing body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next annual review.
- d) The committee or the governing body shall appoint the chairman/chair.
- e) The governing body will appoint the clerk who shall not be the headteacher.

3. QUORUM

The quorum for any meeting of the committee shall be three.

4. MEETINGS

- a) The committee shall meet as and when necessary to fulfil its responsibilities, provided it shall meet at least once in every term.
- b) Meetings of the committee will be called by the clerk and seven days' notice will be given with an explanation of the purpose of the meeting.

5. PROCEEDINGS

- a) The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations, amendments or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be presented to the next meeting of the committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the governing body.
- c) Any recommendations shall be submitted to the next meeting of the governing body for consideration and approval.
- d) The minutes shall be kept in a separate minute book.

SCHEDULE 1

TERMS OF REFERENCE - FINANCIAL RESPONSIBILITIES

1. To receive reports from the head on the management of the school's budget.
2. To submit to the governing body at the summer term meeting each year a report on the management of the school's budget in the previous financial year.
3. To prepare and submit to the governing body recommendations for the annual budget plan.
4. To monitor expenditure against the budget plan, to take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the governing body.
5. To consider and approve proposals for single items of expenditure in excess of £2,500 which form part of the budget plan.
6. To consider and make recommendations to the governing body on proposals to vire a sum exceeding £2,500.
7. To recommend to the governing body proposals for the use of any budget surplus, including investment.
8. To prepare any other statements of school accounts as may be required.
9. To enter all required financial information on the school website.
10. To deal with any other financial matters which the governing body may refer from time to time.

SCHEDULE 2

TERMS OF REFERENCE - PERSONNEL RESPONSIBILITIES

1. To undertake an annual review of the staffing establishment of the school and to recommend to the governing body an establishment for the following year so that proposals can be incorporated in the school's budget plan. Where it is proposed that there will be a reduction or restructuring of the staffing establishment, to ensure that the appropriate staff consultation process is followed.
2. To recommend to the governing body and keep under review procedures for the appointment of staff (except for the head and deputy which are prescribed in Section 2 of the School Staffing (England) Regulations 2009 or such later statute) which are compatible with regulations and DfES guidance and to maintain a list of governors available to sit on interviewing panels when required.
3. To receive reports from the head on the management of the school's staffing establishment and on general personnel issues.
4. To consider and make recommendations on the introduction of or amendments to personnel policies and procedures.
5. To determine requests for discretionary leave of absence outside those provided for in the Personnel Handbook where this responsibility has not been delegated to the head.
6. To deal with any other personnel matters which the governing body may refer from time to time except those which are the specific responsibility of a separate committee.
7. To keep continually under review leadership development within the management structure of the school and to ensure that the appropriate opportunities for CPD are available and encouraged.