



SHAWFIELD PRIMARY SCHOOL

TERMS OF REFERENCE

FINANCE AND STAFFING COMMITTEE

Membership:

The Committee shall consist of not less than three Governors plus the headteacher or representative of the headteacher and Finance Officer.

Quorum:

The quorum shall be two Governors plus a representative of the Headteacher ie Deputy Headteacher or other representative nominated by the Headteacher.

Meetings:

- The Committee shall meet at least once a term and otherwise as required.
- The Committee will be clerked by the Clerk to the Governing Body
- The Chair and Vice Chair will be elected by the Committee annually.

Remit of the Committee

The Committee is responsible for Finance, Staffing and Pay. The remit for each area is listed below:

Finance

1. To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
2. To prepare and review financial policy statements, including consideration of long term planning and resourcing.
3. To consider the financial implications of the School Improvement and Maintenance plans.
4. To present an annual budget to the Governing Body for approval.

5. To monitor the Income and Expenditure of all public funds e.g. Delegated funds, Standards Fund and Capital fund, and report the Financial Situation to the Governing Body each term.
6. To agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
7. To ensure the audit of non-public funds for presentation to the Governing Body.
8. To receive and where appropriate respond to periodic audit reports of public funds.
9. To review annually the lettings policy.
10. To manage the school finances within the confines of the school budget as delegated by the Governing body.

Staffing

1. To develop a staffing structure in line with the current curriculum needs to the school and to review this structure on a regular basis.
2. To monitor the Headteacher's implementation of Performance Management policy for both teaching and support staff.
3. To be responsible for the recruitment and retention of staff, as delegated by the full Governing Body.
4. To be responsible for conducting the short listing, interviews and appointment of teaching staff, Finance Officer and Caretaker, excluding the Headteacher, as delegated by the full Governing Body.
5. If required, to draft and review, in consultation with staff, criteria for redundancy for approval by the full Governing Body.
6. To monitor the Continuous Professional Development and absence of both the teaching and support staff.
7. To respond to Government initiatives that impact upon staffing.
8. Regularly review and revise school policies in relation to staffing issues.

Pay (annually in the autumn term)

1. To receive pay recommendations from the Headteacher, review against pay scales and agree annual pay awards and notify staff.
2. To receive recommendations from Headteacher's Performance Management committee and agree Headteacher's annual pay award.
3. To ensure all pay awards are affordable within the school budget.

Policy review

To review the following policies in accordance with policy review dates:

Capability
Continuing Professional Development
Disciplinary
Equal Opportunities
Finance
Grievance
Induction of staff
Pay
Performance Management
Recruitment and Selection of staff
Special Leave of Absence

Agreed by Shawfield School Governing Body – Jodie Kemp (Chair of Finance and Staffing Committee)

Review period: Annual

Next Review: September 2026