



## MILLTHORPE SCHOOL

### TERMS OF REFERENCE FOR THE FINANCE & STAFFING COMMITTEE

#### 1) COMPOSITION

Not less than four members of the governing body with voting rights, of whom one must be the Headteacher. This committee may decide to allow additional members to attend meetings at which particular items of business are to be considered. Such members, however, will not have voting rights.

**A staff governor may be a member of this committee, but will then have to withdraw whenever matters pertaining to individual members of staff are discussed.**

#### 2) QUORUM

The quorum for meetings of the committee shall be not less than four of the members with voting rights.

#### 3) TERMS OF REFERENCE OF THE COMMITTEE

- a) To prepare each year a budget plan, giving consideration to long term financial aims and if appropriate make recommendations to the Governing Body
- b) To ensure sound management of the school's financial situation by monitoring at least twice a year, and evaluating the School's financial performance
- c) To prepare and monitor a Scheme of Financial Delegation, empowering the Headteacher and other staff to place orders and authorise expenditure within pre-determined limits
- d) To be responsible for contractual arrangements in respect of items approved by the governing body in accordance with Council Standing Orders and Financial Regulations including the opening of tenders and recommendations to the governing body concerning acceptance
- e) To consider audit reports on the school from both the Authority's auditors and independent auditors, to act upon any recommendations made therein, and where necessary make recommendations to the governing body
- f) To determine the arrangements and the scale of charges for the letting of school premises in conjunction with the charging and remissions policy
- g) To ensure that a Register of Governors' Interests is maintained and regularly updated

- h) To consider and give advice on any matters involving finance or financial management referred to it by the governing body
- i) Ensure the school development plan is fully costed and provides a sound basis for long term financial planning
- j) Ensure that the school complies with the principles of Best Value in using the resources available to the school
- k) To evaluate the quality, cost and impact of services purchased from all outside providers, including the City of York Council, before contracts are renewed
- l) Ensure that regular (at least annual) financial self evaluation (including the use of local and national financial benchmarking data) is undertaken.
- m) To consider the priorities for use of the Devolved Capital Funding made available to the school and to make recommendations to the Governing Body
- n) To consider the annual insurance requirements and make recommendations to the Governing Body.
- o) To carry out an annual review of the schools Budget Management Policy, Scheme of Financial Delegation to the Headteacher, and to make recommendations to the Governing Body
- p) To be responsible for appointing all staff at the school (except Headteacher and Deputy Headteachers) except where the governing body has delegated this function to the Headteacher
- q) To be responsible for deciding the establishments for teaching and support staff, implementing variations to the agreed establishment and authorising the filling of any vacancy which might arise
- r) To work to meet the aims of the whole school pay policy, ensuring that the parts of the policy relating to teachers' salaries comply with the current School Teachers' Pay and Conditions document and that the parts of the policy relating to support staff have regard to guidance given by the Local Authority
- s) To ensure that the pay policy meets the needs of recruitment, retention and development of staff, whilst also taking into account proper pay relativity between jobs within school
- t) To give recognition within the salary structure to increased responsibility, whether temporary or permanent and ensure that, when additional payments are awarded, the reasons for the increase are clearly minuted since these may be required if there is an appeal
- u) To consider applications from staff for early retirement
- v) To ensure that in regard to equal opportunities the requirements of legislation relating to gender, race, disability and age are met
- w) To ensure that all staff have a clear job descriptions which is reviewed annually and that they have a contract of employment.

- x) To ensure that detailed records are maintained of all matters relating to salaries and that staff have access to their own records whenever they wish
- y) To seek advice from the Education Department, professional organisations and unions as necessary

#### **4) FUNCTIONS DELEGATED TO HEADTEACHER**

- a) As per the Governors' Scheme of Financial Delegation.
- b) To authorise leave of absence for staff within the scheme adopted by the governing body (with or without pay).
- c) To appoint temporary supply staff and also staff to cover the absences of permanent staff.
- d) To make all the necessary arrangements for the appointment of staff which have been agreed by the committee or the governing body.
- e) To approve the working of overtime.
- f) To take such other urgent action on staffing issues as is required in consultation with the Chair of the Committee, or Vice-Chair in the Chair's absence.

#### **5) APPOINTMENT OF CHAIR, VICE-CHAIR AND CLERK**

The appointment of the Chair and Vice-Chair, who shall both be Governor members, shall be determined by the committee and reviewed at the first meeting of the school year. The Clerk too will be appointed at this time. It is important to ensure that the Clerk has no conflict-of-interest in his/her work for the committee.

These Terms of Reference should be reviewed on an annual basis.

#### **6) MINUTES**

A written record of the meetings of the committee shall be submitted to the next full governing body meeting, through the Clerk to the governing body.

#### **7) CONVENING MEETINGS**

A meeting shall be convened by the clerk under the direction of the governing body and chair of the committee. The clerk will give every member of the committee including the Headteacher written notice of a meeting, a copy of the agenda and any papers to be considered at the meeting, with at least seven days' clear notice before the date of the committee meeting. If the chair of the committee considers there are matters that demand urgent consideration, s/he may determine a shorter period of notice.