



FINANCE and RESOURCES COMMITTEE (Including Terms of Reference for the Pay Committee) - Terms of Reference

Quorum

No business can be conducted unless at least three governor members of the committee are present.

Responsibilities

Overall Responsibilities for the Committee are to:

- To prepare and approve the annual budgets for expenditure in the forthcoming financial year.
- To keep under review the schools' actual financial performance compared with the budgeted performance and to take remedial action as necessary. Such action to be reported to the Full Governing Body. In all cases liaison must be maintained with the appropriate committees.
- To make decisions as to spending within the delegated powers given to it.
- To ensure that the School Financial Value Standard is completed and reviewed annually.
- To advise the Full Governing Body on the appropriateness or otherwise of spending requests outside the delegated powers given to it.
- To agree and determine charges for the letting of the school premises including the grounds.
- To make decisions and determine charges for the letting of the school premises including the grounds.
- To make decisions as to virements within agreed budgets and in accordance with Financial Regulations, within the delegated powers given to it as stated.
- To advise the Full Governing Body on the appropriateness or otherwise of virement requests outside the delegated powers given to it as stated.
- To monitor all spending in the school. Such monitoring will require full liaison with the appropriate committees.
- To receive reports from the Responsible Officer.
- To decide any matter which arises and does not fall within the remit of any other committee.
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan

Objectives for the Pay Committee

- To receive the headteacher's recommendations in respect of pay progression and apply the set criteria determining the pay of each member of teaching staff at the annual review
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance & Resources Committee
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure (links to SFVS evidence 5)
- To approve and review a Performance Management policy for all staff
- To review job descriptions for staff as appropriate and recommended by the Headteacher (links to SFVS

evidence 4)

- To make recommendations on personnel related expenditure to the Finance & Resources Committee, including pay discretions
 - To consider any appeal against a decision on pay grading or pay awards
- To be responsible, in conjunction with the Finance & Resources Committee, for determining dismissal payments/early retirement.
- N.B. a member of the Achievement Committee usually attends Pay Committee meetings

Activities

- To deal with all financial matters, to implement the approved budget, to advise the Headteacher on matters relating to the finances of the school and to review and implement the set of Financial Regulations drawn up for the school.
- Training requirements will be delegated to the appropriate committee with appropriate recommendations as necessary.

Policies and Procedures

- The Finance & Resources Committee has a general role in advising the Headteacher on matters relating to the finances of the school.
- The Finance & Resources Committee is required to abide by the requirements and guidelines of the LA and DfE.
- The Finance & Resources Committee should make recommendations for future financial planning and in so doing will need to liaise with the other committees.

Schedule of Tasks

Autumn Term

- To elect a chair & vice chair and review membership
- To plan dates for the committee meetings
- Review Expenditure versus budget
- Review 5-year budget
- Complete declarations of interest
- Conduct a skills audit of committee members to identify any training needs
- Review Pupil Premium and Sports funding proposed spending
- Consider staffing implications
- HT Performance Management
- HT to agree performance management targets with all members of staff
- Teacher's Pay Policy
- Performance Management Policy
- Amplification Policy
- Appeals Policy

Spring Term

- Review Expenditure versus budget
- Review 5-year budget
- Complete declarations of interest
- Consider staffing implications
- Review Pupil Premium and Sports funding proposed spending
- SFVS
- Review Charging and Remissions
- Governors Finance Policy
- Staff Attendance Policy
- Family Leave and Pay Policy
- Flexible Working Policy

- Medicines in School Policy
- And any other key policies

Summer term

- Review Expenditure versus budget
- Review 5-year budget
- Complete declarations of interest
- Consider staffing implications
- Review Pupil Premium and Sports funding proposed spending
- Set budget
- Review Before and After School Club Policy
- And any other key policies

Policies and documents reviewed by Finance and Pay Committee:

- Teacher’s Pay Policy Autumn 2021
- Amplification Policy Autumn 2021
- Critical Incident Policy Autumn 2021
- Charging and remission policy Spring 2022
- Governors expenses Policy Spring 2022
- Attendance Management Policy Spring 2022
- Family Leave Policy Spring 2022
- Flexible working Policy Spring 2022
- Medicines in School Policy Spring 2022
- Site Security Policy Spring 2022
- MASH Policy Summer 2022
- MASH profit and loss report -termly
- GDPR compliance review – Summer 2022
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Meetings

- Committee meetings will be held on an as required basis but at least once a term.
- The Chair of the Committee is approved by the Full Governing Body on an annual basis.
- A Vice Chair of the Committee is approved by the Full Governing Body on an annual basis.
- The Presiding Governor for meetings of the Sub-Committee shall be the Chair or if absent, the Vice Chair.
- The Clerk will make a record of all proceedings at each meeting. Draft minutes will be circulated to the Chair for draft approval (and to the Headteacher to check factual accuracy) within seven days of the meeting. They will subsequently be emailed to Governors.
- The Pay Committee will meet separately (at least once a year in the Autumn term, more frequently if required)
- The Chair of the Finance & Resources Committee will report the work of the Committee to the regular meetings of the Full Governing Body.
- The Committee will liaise with such other committees and invite members of other committees to attend its meeting as deemed appropriate.

Any matters which may be in conflict with the work of another committee must be referred to the Full Governing Body

These responsibilities agreed by the Full Governing Body: September 2021

Committee Members

Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Vicky Price *		23 rd September 2021
Kathryn Coales *		23 rd September 2021
Andy Smith *		23 rd September 2021

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Chair of the Committee	Vicky Price
Clerk to the Committee	Rachel Middleton
Quorum (minimum of 3, committee can determine higher number)	
Date Committee established	23 rd September 2021
Date of review	September 2021 - annually