



Alexander Hosea Primary School

'Roots to grow, wings to fly'

Terms of Reference for Finance and Staffing Committee

Finance and staffing:

1). Responsible for setting and monitoring the budget to include the following:

- set for approval by FGB delegated budget with three year plan
- monitor at least termly budget expenditure & income
- monitor use of capital grants
- monitor expenditure of pupil premium
- monitor expenditure of sports premium
- authorise virements
- authorise purchases
- authorise leases and long term contracts
- obtain authorisation from FGB for spending and tenders above delegation of F&S committee
- respond to outcome of internal audit reports and ensure actions completed
- review spending against school improvement plan
- ensure value for money is achieved when making purchases

as detailed in the Schedule of Delegated Authority.

2). Review and risk assess the financial procedures and financial policy of the school.

3). Review and assess the annual SVFS (School Financial Value Statement)

4). Review the SIP - implications of budgetary costs (including ICT strategic plan and buildings plan)

5). Ensure unofficial funds (school fund account) are maintained satisfactorily and audited independently

6). Ensure the annual check of official school inventory is undertaken

7). Review staffing structure

8). Agree lettings charges & current lettings agreements

9). Undertake annual benchmarking exercise to ensure value for money

10). Formulate and review financial policies as detailed in the policy overview, including:

- Charging and Remissions
- Employees pay and conditions
- Governors' Allowances
- Induction of Newly Appointed Staff
- Job Share
- Lettings
- Management and Staffing Statement
- Maternity and Paternity Leave
- Purchasing
- School Fund Policy
- Staff Development
- Staff short term leave of absence
- Whistleblowing
- Work and Training Experience

Chair of the Committee	Gareth Fielding		
Quorum	3 Governors, to include 1 non staff Governor and 1 staff Governor with chairman having casting vote The School Business Manager (SBM) is mandatory invitee		
These terms of reference agreed by the Finance and Staffing Committee			19 th Oct 2018
Review Period	12 Monthly	Date of Next Review	Sept 2019