



# FINANCE, STAFF & PAY COMMITTEE

## Terms of reference 2017-18:

- In consultation with the head teacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider the school budget position including virement decisions at least termly and to report significant anomalies from the anticipated position to the governing body
- To ensure that the school operates within the financial regulations and guidance of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the governing body
- To annually review charges and remissions policies, Pay and Finance policies
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available to pay increments as recommended by the head teacher
- In the light of the Headteacher Performance Management Panel's recommendations, to determine whether sufficient funds are available for increments
- To ensure that developments in the School Improvement Plan are appropriately financed
- To report back to the governing body

### Financial Limited of Delegated Authority

- Full powers are delegated to the Finance Committee to authorise expenditure and/or virement up to the limit of the school's allocation. The Finance Committee is NOT empowered to authorise expenditure that would place the school in an overspent position

<b>Terms of reference agreed by the governing body on (date):</b>	<b>19/10/2017</b>
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Name	Governor/Associate member	Voting rights	Date appointed to committee
<i>Julie Churchill</i>	Co-opted	<input checked="" type="checkbox"/>	19/10/2017
<i>Liz Tillott</i>	LA	<input checked="" type="checkbox"/>	19/10/2017
<i>Paul Massey</i>	Parent	<input checked="" type="checkbox"/>	19/10/2017
<i>Sally Lyndon-Chance</i>	Head	<input checked="" type="checkbox"/>	19/10/2017
<i>Laurence Blake</i> <b>(Staffing &amp; Pay only)</b>	Co-opted	<input checked="" type="checkbox"/>	19/10/2017

**Disqualification:** any relevant person employed to work at the school other than as the head teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

<b>Chair of Committee:</b>	Julie Churchill
<b>Clerk to the committee:</b>	Fi Curnow
<b>Quorum:</b> <small>(minimum of 3 full governors, committee can determine a higher number)</small>	3
<b>Date committee established:</b>	October 2015
<b>Date of review by governing body:</b>	Autumn Term 2018