



# Fleet Primary School

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Headteacher: Don McGibbon



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## Finance & Staffing Committee Terms of Reference (November 2018)

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### Membership

The committee shall consist of a minimum of four governors. One of those Governors shall be the Head Teacher while the other Governors and the Chair of the Committee shall be appointed by the governing body. The committee may co-opt additional members as required. The current membership of the committee is:

- Samir Shah (Chair)
- Don McGibbon (Head Teacher)
- Debbie Barry (School Business Manager)
- Kim Issroff (Chair of Governors)
- Kirsty Kitchen (Parent Governor)
- Kelly Williams (Parent Governor)
- Rebecca Combes
- Marcus Boyland
- Sorin Floti

### Quorum

A quorum shall be two governors plus the Head Teacher or his deputy.

### Meetings

The committee shall meet at least once a term. Additional meetings shall be held as required. Meetings will be called through the chair, with a minimum of two weeks' notice. Any decisions taken at emergency meetings, called without due notice, must be ratified at a normal meeting of the committee or the Governing Body. Minutes of all meetings shall be presented by the chair of the committee at the Governing Body meeting. Any interested member of the Governing Body is welcome to attend meetings of the Finance & Staffing Committee without prior notice and shall be given minutes and committee papers on request.

### Functions

The Governing Body will delegate its powers to the Finance & Staffing Committee each year after the annual budget plan has been approved, with the proviso that the committee exercises those powers in accordance with the general aims and priorities of the school and, in particular, curricular and other targets approved by the Governing Body for the year in question.

The following items will be delegated:

- Setting details of the school budget plan.
- Agreeing the draft budgets (incl. multi-year budgets) for approval by the governing body and submitting the final approved budget to the authority by the date specified annually by the Local authority in May.
- Monitoring the budget, receiving regular reports, including reconciliation of bank statements with the budget, from the Head Teacher and approving action when the budget varies from the approved plan.
- Agreeing to movements of funds between different areas in the delegated budget.

- Approving expenditure beyond the powers delegated to the Head Teacher (the chair of governors should also authorise any invoice payments over £20,000).
- Reviewing the staffing structure in consultation with the Head Teacher and in light of the of the school budget.
- Implementing the Local Authority’s Salary Policy for all categories of staff and responsibility for its administration and review.
- Overseeing the appointment procedure for all staff and reviewing any substantive information coming out of exit interviews.
- Establishing and reviewing a Performance Management policy for all staff.
- Overseeing the process leading to any staff restructuring.
- Keeping under review the staff work/life balance, working conditions and wellbeing, including the monitoring of absence, including the use of Camden HR’s absence report.
- Hearing staff grievances that cannot be resolved by the Senior Management Team - taking the recommendations on matters within the remit of the committee to the full governing body.
- Approving lettings and setting levels of charging

In addition, the Committee shall:

- Draw up and present to the Governing Body as required a programme of expenditure on internal maintenance.
- Draw up and present to the Governing Body a programme of capital expenditure, in the event of the school being allocated money for such expenditure.
- Monitor and report to the Governing Body on the progress of those programmes of internal maintenance and capital expenditure which the Governing Body shall approve.
- Review, update and agree the annual SFVS statement and recommending to full governing body for approval to authorise chair of governors to sign on their behalf.
- The committee will delegate to the Head Teacher expenditure within the budget on any single item to a maximum of £10,000. All changes shall require approval by the committee as specified above.

The powers of the committee shall be reviewed annually at the autumn term meeting. Any disputes between the committee and other committees of the Governing Body will be resolved by the full Governing Body.

**Date of next review: November 2019**

Head Teacher: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Chair of the Finance & Staffing Committee: \_\_\_\_\_