



HUNSBURY PARK PRIMARY SCHOOL



Finance and Personnel Committee Terms of Reference

Membership and quorum: The committee will be appointed annually by the full governing body and shall hold office for the academic year. It will consist of the Head Teacher and 3 further members of the Governing Body. Also in attendance will be the clerk and the School Business Manager. The quorum of the committee will be half of the numbers of the committee rounded up to the nearest full number. The chairperson of the committee will be appointed annually by the FGB. The chair should not be the Head Teacher.

The Finance and Personnel Committee will meet once per term and major issues will be referred to the Board of Governors for ratification.

The School Business Manager will produce a termly report showing expenditure to date, including commitments, compared to the budget set in April.

Finance duties and responsibilities:

- To guide and assist the Governing Body and Head Teacher in all matters relating to budgeting and finance.
- To prepare the annual budget for the approval of the Governing Body.
- To oversee the preparation of the 3-year budget plan and ensure it links with the School Development Plan priorities agreed by the Governing Body.
- To monitor and review day-to-day financial management of the school budget for the approval of the Governing Body.
- To make sure all resources are allocated in line with the school's strategic priorities.
- To ensure all assets and financial resources are efficiently used.
- To benchmark school financial performance and report it to the full Governing Body.
- To review and update the Financial Policy annually and recommended levels of delegation.
- To make decisions concerning awards of tendered contracts and take part in the tendering process where appropriate.
- To report on the school's finances at full Governing Body meetings.
- To ensure accurate accounts are kept.
- To monitor monthly expenditure and ensure corrective action is taken when necessary.
- To ensure that all financial transactions are in line with best value principles.
- To receive the auditors' report and to recommend to the Board of Governors action as appropriate in response to audit findings.
- To ensure the school maintains an up-to-date asset register.
- To annually review Governors' allowances.
- To review financial policy statements, including consideration of long term plans and resources for the approval of the Governing Body.
- To ensure that non-public funds (e.g.: the school's private funds) are audited annually and that a certificate of audit is presented to the Governing Body.
- To evaluate and present the annual statement of Internal Controls to the Governing Body.

- To ensure that the school is working towards the achievement of the Schools Financial Value Standard (SFVS).

Personnel duties and responsibilities:

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Head Teacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. continuous professional development (CPD).

Ratified by Governors: _____

Date : _____

Review Date : _____