Oakleigh School
& The Early Years Centre

TERMS OF REFERENCE

FINANCE, RESOURCES AND STAFFING COMMITTEE

Membership: The committee shall consist of the Headteacher, Chair of Governors and two other Governors.

Quorum: A minimum of 3 Governors including: the Headteacher and at least one Parent or Co-opted governor.

Meetings: Once a term and otherwise as necessary

- To provide guidance and assistance to the Headteacher, Leadership Team and the Governing Body in all matters relating to budgeting and finance.
- To review financial policy statements, including consideration of long term planning and resourcing.
- To approve virements of the year end projections as discussed in January and October.
- To review the Schools Financial Value Standard (SFVS) prior to full ratification at the Full Governing Body Meeting.
- To consider the school's annual School Improvement Plan, identify priorities and present an annual budget to the Governing Body for approval.
- To receive reports on income and expenditure, showing a comparison of these against budget estimates and to take remedial action where necessary. These meeting would normally take place prior to a full Governing body meeting as an additional meeting.
- To make and monitor staff appointments and review school staffing structures and grading.
- To agree and ensure that any recommendations on the Internal Audit are implemented.
- To receive an audited statement of unofficial school funds.
- To receive reports and estimates of costs from the Premises Committee in order to initiate unscheduled works over £5000.
- The Governing Body has delegated responsibility to the Committee to have a representative for the selection and appointment of teaching staff and caretaker. For all other posts the committee have delegated responsibility to the Headteacher.
- To ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under annual review.
- To check that arrangements for performance management and staff appraisal are in place.
- To receive reports from the Head on staff changes.
- To ensure that staffing policies support the School Improvement Plan.

Written/Reviewed date: March 2018