

**All Saints Cof E Primary Federation**  
**Ad-Hoc Staffing and Finance Committee**

**Terms of Reference**

Membership: Not less than 4 Governors including the Headteacher.

Quorum: 2 Governors plus the Headteacher (or designated senior leader)

Meetings: Once per term (cycle) and more frequently if required.

The Committee shall, in no particular priority order:

**Finance:**

- Ensure sound management of the school's financial situation by monitoring and evaluating the School's financial performance using the Financial Management Standard and Toolkit
- Establish regular reporting procedures to update the full governing body on actions taken by the committee under its delegated powers
- Ensure the school development plan is costed where practicable and provides a sound basis for long term financial planning
- Give consideration to the initial budget and long term financial plans and make recommendations to the Governing Body
- Ensure that the school complies with the principles of Best Value in using the resources available to the school
- Ensure that regular (at least annual) financial self-evaluation (including the use of local and national financial benchmarking data) is undertaken
- Regularly review the school's policy on its level of balances and make recommendations, as appropriate, to the Governing Body
- Evaluate the quality, cost and impact of services purchased from all outside providers, including the Local Authority, before contracts are renewed
- Consider the priorities for use of the Devolved Capital Funding made available to the school
- Ensure adequate annual insurance provision
- Receive the report of the Authority's auditors and to act upon any recommendations made therein
- Determine the school's charging policy
- Carry out an annual review of the schools Budget Management Policy for ratification by the Local Governing Body

- Review and approve the Annual Schools' Financial Value Statements
- Attend appropriate training for Governors in order to fulfil the role of the committee
- To prepare and maintain, in conjunction with the Headteacher, an Asset Management Plan for the school
- To adopt a lettings policy and to oversee the implementation of the policy

**Staffing:**

- To adopt, and monitor the implementation of, the staff performance management policy
- To establish the annual and long-term salary budgets and other costs relating to personnel, e.g. staff development
- To adopt and review the school's Pay Policy, including criteria relating to the use of discretionary elements for pay provisions
- To review the staffing structure, at least annually, in relation to priorities for school improvement
- To undertake any formal consultations on staffing matters
- To adopt a general complaints policy, procedure and information leaflet for parents
- To liaise closely with the Local Authority's relevant officer on all personnel issues required by statute and best practice
- To adopt, monitor and review all staffing policies and procedures relating to staffing adjustments; recruitment and selection; equal opportunities; safer recruitment; employee relations; conduct and capability; grievance; dismissal and similar employment related matters in line with current employment legislation and best practice

Adopted by the Local Governing Body (date).....

Signed.....Chair of Governors