

St Mary & St Paul's CE Primary

Governing Body Committees

Terms of Reference – FINANCE & PERSONNEL

Membership

The committee will comprise of 6 (six) governors, one of whom shall be the Headteacher.

The membership and Terms of Reference of the Committee shall be reviewed annually.

The quorum will be 3 (three) Governors.

Terms of Reference - Finance

- a. To consider each year's School Development Plan priorities and present an annual budget to the Governing Body for approval.
- b. To review financial planning including long term planning and resourcing.
- c. To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
- d. To vary specific budget categories by amounts set out in the school Financial Regulations.
- e. To receive and where appropriate respond to periodic audit reports.
- f. To consider and report back upon such matters as may be delegated or devolved to the committee by the Governing Body.

Terms of Reference - Personnel

- a. To undertake the requirements of the whole school pay policy (as adopted) with delegated powers to implement the review of salaries.
- b. The Committee is required to set an Individual School Range, ascertain the school group size, set a salary point for the Headteacher and agree and set performance objectives for the Headteacher on an annual basis and determine delegation for the Deputy Headteachers performance management process.
- c. To determine the staffing structure.
- d. To undertake the selection/recruitment of staff below Deputy Headteacher level.

- e. To consider and move any initial decision about matters relating to staff discipline and grievances in accordance with any adopted procedures.
- f. To undertake the Governing Body's role in relation to Newly Qualified Teachers
- g. To consider and make decisions relating to staff leave of absence with or without pay.
- h. To consider and take decisions about matters relating to the dismissal of staff, which are referred to the Committee for their consideration, including redundancy procedures as adopted.
- i. To consider and report back upon such matters as may be delegated or devolved to the committee by the Governing Body.
- j. To present minutes of the meetings to the Governing Body.