



## Staffing, Finance and Resources Committee

### **Terms of reference:**

- In consultation with the Principal, to prepare and approve the annual budget.
- To create and maintain a 3 year budgeting plan reviewed annually.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- To annually review charges and remissions policies, designated policies and expenses policies.
- To make decisions in respect of Service Level Agreements when these come for renewal.
- To make decisions on additional expenditure following recommendations from other committees, in the light of the projected out turn.
- To determine whether sufficient funds are available for pay increments as recommended by the Principal.
- In the light of the Principal Performance Management Group's recommendations, to determine whether sufficient funds are available for pay increments.
- To formally consider approval of the end of year finance accounts.
- To consider for approval the final audited Accounts.
- To approve the first formal budget plan for the financial year.
- Monitor school accounts termly.
- To update Governors annually on the Asset Management Plan.
- To review the Asset Management Plan, which includes a strategy for developing, adapting and eventually replacing buildings.
- To annually consider the Maintenance Plan, including service contracts for installations and plant, maintenance projects and the system of managing day-to-day repairs.
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.
- To establish and keep under review an Accessibility plan.
- To draft and keep under review the staffing structure in consultation with the Principal.
- To establish and review a Performance Appraisal policy for all staff.
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.

Name of Governor	Date Appointed to the Committee
Richard Gill	09.07.18
Sharon Harvey	19.09.16
Ken Muir	17.11.09
Heather Wood	21.03.13
Rev Clive Leach	Ex-officio
Father Glenn Reading	Ex-officio

**Membership:** As per the Instrument of Government.

**Disqualification:** Any relevant person employed to work at the school other than as the Principal, when the subject for consideration is the pay or performance review of any person employed to work at the school.

<b>Chair of the Committee</b>	Ken Muir
<b>Clerk to the Committee</b>	Sue Hill
<b>Quorum</b> (minimum of 3 full governors, committee can determine a higher number)	
<b>Date committee established</b>	02.09.13
<b>Date of review by Governing Body</b>	10.09.18

These terms of reference agreed by the Governing Body	10.09.18
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