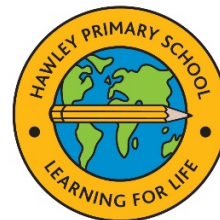


HAWLEY PRIMARY SCHOOL



RESOURCE & FINANCE COMMITTEE TERMS OF REFERENCE 2023/2024

These Terms of reference are in line and further support the code of conduct of the full governing body

Scope

The committee shall be responsible for the staffing, pay and finances of the school.

Membership

- The committee shall consist of a minimum of four governors, including the Headteacher.
- Membership will be determined annually during the final Governing Body meeting, at the end of the academic year.
- The full Governing Body has appointed the clerk to governors as clerk to this committee and she will be responsible for taking minutes at each meeting.
- The clerk will implement action-orientated minute taking, which will be reviewed at the next meeting.

N.B. Any paid employees of the school who are also governors are unable to participate in discussions relating to staff pay.

Quorum

- There must be at least three governors present at each committee meeting, one of which must be the Headteacher or her representative.

Meetings

- All meetings will be set and agreed by the chair of governors and published in the annual calendar of dates in July, before the next academic year.
- Meetings shall be held as necessary, but not less than one every term, prior to the full governing body meetings.
- The time of the next meeting will be set at the one prior to it, to ensure it is mutually agreeable.
- Agendas will be set by the clerk, Headteacher and Chair of the committee, Any additions to the agenda will only be added if agreed by the Chair, Clerk and Headteacher and have to be submitted two weeks prior the meeting.
- All agendas and supporting documents will be sent by the clerk, no later than 7 days prior to the meeting.
- The meeting length should be respectful of people's time and reflective of the agenda.

Main Responsibilities

For the **Finance** aspect of the Committee's work the Committee will:

1. Be aware of arrangements and responsibilities for all financial matters with particular

reference to the School Strategic Development Plan and Schools Financial Value Standard

2. Take part in the preparation of the school budget. Present the school budget and the 3 year budget plan to the full governing body each year for approval
3. Monitor the school budget at regular intervals
4. Consider and ensure implementation of recommendations made by the County Auditor
5. Consider the feasibility of capital projects in line with the School Improvement Plan
6. Understand the responsibility of the Headteacher and Finance Officer in dealing with financial systems and procedures
7. Review lettings and all other charges annually
8. Review annually the Headteacher's delegated authority – **Currently £5000.00**
9. Prepare and review annually the statement of Best Value
10. Be aware of the financial implications of changing circumstances.
11. Liaise with other committees on financial matters.
12. Review annually the amount to be spent on gifts/incentives
13. Ensure that the Headteacher's travel claims and expenses are authorised by the Chair of Governors or vice chair of governor in their absence.
14. Conduct checks as per the internal controls checklist on a termly basis – Schedule to be agreed with the schools finance officer.
15. Complete and submit the School Financial Value Statement (SFVS) firstly to the full governing body for approval, once approved submit to Education Finance Services (EFS) annually.

For the **Staffing** aspect of the Committee's work the Committee will:

1. Ensure that all personnel matters are dealt with in accordance with current legislation, HCC guidelines, governor and school policies.
2. Review staffing structure whenever a teaching vacancy occurs and on an annual basis.
3. Ensure that the recruitment and appointment of all teaching and non teaching staff is carried out according to the guidelines between the Governing Body and the Headteacher.
4. To provide support in the appointment of staff as outlined in Appendix 1
5. Ensure that we do not discriminate on the grounds of sex, race, age or disability in the terms that staff are appointed under.
6. All staff must be given opportunities for promotion, training and other benefits.
7. The Committee wishes to ensure that staff feel valued, supported and rewarded appropriately and that their professional development needs are being appropriately met.

For **Pay** – Minimum of **Three** governors will:

1. Annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher
2. Annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee
3. Deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Committee who in turn will make recommendations for any changes to the full governing body, where appropriate
4. Receive a summary report from the Headteacher on support staff pay determinations.

5. Nominate one of its members to undertake the annual audit of performance management.
6. Recommend to the full governing body that a detailed audit of performance management is undertaken at an appropriate point in the school's Ofsted cycle and agree governors to undertake the audit.

Reporting to the Governing Body

Minutes in writing should be circulated within the agenda of the next governing body meeting

Agreed by governing body _____ (signature of Chair)

Date Proposed : 3rd November 2023
Date Ratified : 3rd November 2023
Review : Autumn Term 2024

APPENDIX 1

GUIDELINES FOR APPOINTMENTS PROCEDURE

The following shall be involved in the appointment of members of staff.

Ancillary staff	Headteacher + Assistant Headteacher
Office/Administrative	Headteacher + 1 Governor + EFS for Admin/Finance Officer
Site Manager	Headteacher + 1 Governor
Classroom Assistants/SEN	Headteacher + Deputy Headteacher
Teachers Main Scale/NQT	Headteacher + Deputy Headteacher + 1 Governor
Teachers with additional responsibility	Headteacher + Deputy Headteacher + 1 Governor
Deputy Headteacher	Headteacher + Chair of Governors + 1 Governor + LA Representative
Headteacher	Chair of Governors + LA Representative + 3 Governors (min)