



Committee Terms of Reference

Finance Committee

Membership: The Chair of Governors (who is automatically Chair of this Committee); The Vice Chair; The Chair of the Pupil Related Matters Committee; The Chair of the Resources Committee; one further representative from The Pupil Related Matters Committee; one further representative from the Resources Committee; The Headteacher; The Business Manager (ex officio if the Business Manager is not already a Governor).

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

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year;
- To establish and maintain an up to date 3 year financial plan;
- To consider a budget position statement in line with financial reporting requirements for academies;
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body;
- To review charges and remissions policies and expenses policies annually;
- To make decisions in respect of service agreements;
- To make decisions on expenditure following recommendations from other committees;
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised;
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher;
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments;
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Resources Committee;
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review;
- To oversee the appointment procedure for all staff;
- To establish and review a Performance Management policy for all staff;
- To oversee the process leading to staff reductions;
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence;
- To make recommendations on personnel related expenditure to the Full Governing Body;
- To consider any **appeal** against a decision on pay grading or pay awards;
- To attend to any other matters appropriately referred to this Committee.