

# St George's Church of England Primary School & Nursery

## Terms of Reference: Finance and Staffing Committee

### i) Aims of Finance and Staffing Committee

- Review the budget position, future requirements and planned improvement
- Review the financial procedure and protocols
- Understand staffing needs and their financial implications
- Review benchmarking exercises to ensure best value for money through collaboration with other schools and sectors
- Complete the 'School Financial Value Standard' (SFVS) document.
- Monitor Pupil Premium spending.
- Monitor Sports Funding spending.

### ii) Chair and Term of Office

The **Finance and Staffing Committee** will elect their chair at first meeting of each academic year. 1 year term. (*Eric Rogers appointed Chairman for 2018/19*)

### iii) Working Arrangements:

- **Frequency of meetings:**

A meeting is to be held four times a year and approximately three weeks prior to the full governing body meeting. There may also be specific meetings related to key times in the budgetary calendar.

- **Timing & Duration of meetings**

Timing and duration should give due consideration to "Workload Agreement" and, as far as possible be held within staff working hours subject to availability of governors.

- **Minutes**

Minutes are to be taken at the meeting and distributed to the members of the sub-committee within 7 days of the meeting. They should specify identified actions, responsible member and deadline target date by which the action is to be completed.

- **Report to Full Board**

Anonymised minutes of the meeting are to be circulated to the full governing board at least 7 days prior to the next full governor's meeting. An agenda item at that FG meeting covers questions arising from each subcommittee meeting's minutes.