

HORSINGTON CHURCH SCHOOL

FINANCE AND HUMAN RESOURCES COMMITTEE: TERMS OF REFERENCE

ROLES/RESPONSIBILITIES AND YEAR PLANNER

The committee will work in consultation with the headteacher and school's finance officer to provide guidance to the governing board on all financial and human resource matters.

At the final meeting of the governing board in each academic year, the governing board should:

- Consider and confirm the committee's recommendations for its terms of reference, delegated powers and priorities for the academic year. The terms of reference should include the activities listed below, together with any additional items that the governing board may wish to include.
- Consider and confirm the membership of the committee, process for electing a chair, clerking arrangements and financial/human resource delegation to the headteacher.

At the first meeting of the academic year the committee should:

- Elect a chair.
- Agree work priorities.
- Determine a quorum for any meeting of the committee. In any event, the quorum must be not less than three governors who are members of the committee.

At the full governing board meeting:

- Agree date for next meeting.

DELEGATED TASKS	TERM
AUTUMN TERM	
Review staffing insurance requirements	Autumn
Assess the allocation and spending around pupil premium.	Autumn
SPRING TERM	
Review the staffing structure as a vacancy occurs and at least annually in relation to the needs of the school and the delivery of the School Development Plan.	End of Summer Term and as required
Review SSTEP requirements, due for renewal in the Spring term.	Spring
SUMMER TERM	
Report to the governing board on budget adjustments based on financial monitoring reports on current year budget and projected end-of-year figures.	Summer
Look at budget in line with School Development Plan.	Summer
Review SSTEP requirements due for renewal in the Summer term	Summer
Draft, review and approve the formal budget plan for the financial year and report to the governing board, taking into account all relevant priorities.	Summer
TERMLY	
Report to the governing board any decisions made in accordance with the powers delegated by the governing board.	Termly
Consider a budget position statement including transfer of funds within the budget, and report significant variations from the anticipated	Termly

DELEGATED TASKS	TERM
position to the governing board, making recommendations where necessary.	
ANNUALLY	
Determine whether sufficient funds are available according to the Pay Committee recommendations	Annually
ONGOING	
Ensure the school operates in line with financial policy.	Ongoing
Monitoring of pupil premium spending	Ongoing
Review monthly management reports and address comments to the Finance Officer	Ongoing
Ensure that contracts are placed and projects are managed in line with appropriate guidance	Ongoing
AS REQUIRED	
Make decisions in respect of service level agreements, ensuring that the principles of Best Value are applied to all services purchased.	As required
Agree and operate an induction procedure for any governor who is appointed to the committee. Monitor and evaluate the effectiveness of the procedure on a regular basis.	As required
Prepare and review statements of financial policy.	As required
Liaise with the headteacher over staffing needs and budget implications for the next academic year, including implications of pay awards, and make recommendations to the governing board	As required
Consult with the headteacher on the involvement of governors in all staff appointments, and make recommendations to the governing board	As required
Review on an agreed basis, the finance and human resources policies in line with the MAT and make recommendations to the governing board.	As required
Undertake a self-review for the year to assess whether priorities have been achieved; make recommendations to the governing board on committee membership, terms of reference, delegated powers and new year priorities.	As required
Respond appropriately to audit report recommendations.	As required

Disqualification from membership of the committee

Any individual 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.

The governing board may choose to extend committee membership and voting rights to an associate member subject to the following restrictions. These rights must be assigned to the associate member at the time of their appointment, and must be recorded in the minutes of the full governing board meeting.

- An associate member may **not** be the chair or vice chair of the committee
- Associate members may **only** vote in committee if they are in the minority ie: if there are more governors on the committee at the time of the vote than associate members.
- Associate members may **not** in any circumstances vote on issues relating to the budget and financial commitments of the governing board or any issues relating to an individual employed by the governing board.
- The committee **may** choose to exclude an associate member from any part of its meeting when the business under consideration concerns a member of staff *or an individual pupil*.

Note: Delegation of approval to the committee of the new financial year's budget should only be made after careful consideration of issues around transparency and financial probity, and with regard to the need for all governors to have the opportunity to participate in this decision making process.

Terms of reference agreed: July 2015

Updated: June 2015

Reviewed June 16

Reviewed June 17