

St Joseph's Catholic Primary, Oxford
Finance and Personnel Committee
Terms of Reference

The work of all school committees should reflect the Catholic nature of our school. These terms of reference are set in the context of our Mission Statement and School Development Plan.

The Chairman (who cannot be an employee of the school) is responsible for arranging meetings and ensuring that minutes are taken and presented to the Full Governing Body (FGB) at their next meeting.

The quorum for this committee is 3. Non-Governors may be co-opted but they do not have voting rights.

The committee should meet at least once per term.

The committee normally makes recommendations and has delegated powers only insofar as instructed by the FGB. Urgent decisions and action can be taken by this committee with the approval of the Chair of Governors.

Main terms of reference are:

- To recommend a budget for the year to the FGB at the appropriate time.
- To monitor, with the Headteacher, the budget during the course of the year.
- To ensure that the school complies with financial regulations and procedures and agree level of delegation to Headteacher of day-to-day financial management.
- To ensure the Statement of Best Value to deliver services in the most economic, efficient and effective way.
- To review policy on charges and remissions.
- To ensure authorization lists are updated and identify authorized officers for orders, invoices and cheques.
- To receive and evaluate tenders for goods or services above an agreed amount.
- To receive annual audit statement for unofficial accounts held by school.
- To review the pay policy, ensuring all staff have up-to-date job descriptions and carry out annual review of salaries.
- To review the staffing structure.
- To monitor Appraisal Management arrangements and Inset provision.
- Involvement in recruitment and selection process. Ensure that interview panels for appointments of senior staff are set up with a majority of Foundation Governors. (FGB must set up panels for Head/Deputy appointments).
- General personnel matters e.g. Discipline, Grievance and Redundancy procedures.
- To ensure that staff needs and requests are given consideration.
- To ensure due regard is given to equal opportunities in employment.
- To carry out other finance and personnel matters as instructed by the FGB.

These terms of reference, composition and Chairman of committee will be reviewed at the first FGB in the school year.

Reviewed and approved November 2016