

Terms of Reference 2019

Governors' Finance, Strategy & Personnel Sub-Committee

Membership:

- The Chair of Governors, the Vice-Chair of Governors and the Chairs of the other Governors' Sub-Committees namely:

Well – Being and Diversity
Finance, Strategy & Personnel
Provision and Progress
Site and Buildings
The Headteacher
SLT representative: Director of Finance and Operations
Chair of Governors to be Chair of the Sub-Committee
Co-opted members, as required, with full voting rights

SLT Link: The Director of Finance and Operations

Quorum: Four voting members including the Headteacher or SLT representative

Meetings: A minimum of six meetings per academic year with at least one meeting per term

Special Considerations

- Teacher Governors, Staff Governors and the SLT representative may not take part in any discussions or votes where they have a vested interest e.g. staffing redundancies
- Governors who may have a vested interest in the procurement of services may not take part in any discussions or votes

Guiding Principles

The Sub-Committee seeks to ensure that all funds available to the School are used to promote an outstanding inclusive and comprehensive education for all 11-16 year old students who live within the defined catchment area.

The Governors believe the school's greatest resource is the staff and as such seek to ensure equality of opportunity for all and that staff development is the right of everyone.

Terms of Reference

Finance:

- To consider any in year applications for a place at Kingsmead, received when this committee is scheduled to meet
- To assist the school in achieving its aim of providing high quality education for all students by managing the finances of the school as effectively and efficiently as possible
- To develop and maintain procedures and practice which ensure value for money
- To manage the finance of the school within the resources allocated by the ESFA and other sources and ensure all financial information required by the DfE, ESFA and other authorised agencies are completed and available as required
- To provide the Governors, Headteacher, Governors Sub-Committees and budget holders with timely information regarding income and expenditure in order to help them monitor their budget(s) effectively
- To monitor budgets to ensure financial commitments are within budgets allocated
- To provide Governors and management with forecasting of income and expenditure in order to meet the needs of the school development plan
- To manage and monitor effectively income and expenditure from all monies received from other

sources of funding including school fund

- To actively seek additional funds for the benefit of the school community
- To receive reports on financial requirements of the Governors' Committees and to allocate resources
- To monitor staff appointments and to receive recommendations on the pay policy, and staff salaries at least once per year from the Pay Committee.
- To ensure the school's policies and procedures meet statutory guidelines in terms of finance
- To monitor and develop the Finance Policy
- To monitor and develop the Charging Policy
- To monitor and implement recommendations from audit

Strategic Development

- To act as the initial forum to discuss the school's strategic overview in light of national and local trends and initiatives to ensure we are well placed and clear about the school's long term future position
- To receive annual updates of the strategic plan and evaluate their impact through deep review
- To receive regular updates on sections of the Development Plan to review impact and report to the full board meetings
- To ensure the Admissions policy meets statutory requirements and promotes the School's aim of providing education for all 11-16 year old students who live within the defined catchment area.
- To receive regular reports from the Headteacher and Director of Finance and Operations on their specific areas of work in the school

Personnel

- Ensure all staff are aware of and abide by national standards for teachers and Staff Code of Conduct
- To consider staffing recommendations from SLT and to make recommendations to the governing body annually on the school's staffing structure and the number of staff to be employed in the school after liaising with the Provision and Progress Sub Committee
- To be fully involved in the recruitment of all staff and to ensure all procedures for the recruitment, selection and appointment of staff meets current legislation
- To review annually and approve as necessary contractual arrangements and job descriptions
- To monitor the programme of staff development and training and ensure that it is meeting the needs of the school and its staff
- To be concerned for the welfare of all staff and to ensure that new staff and Governors receive a comprehensive and systematic induction to the school.
- To establish, monitor and evaluate discipline and grievance procedures
- To monitor and evaluate the School's policies on:
 - Appointments Procedure
 - Capability
 - Complaints
 - Critical Incidents
 - Disciplinary Procedure
 - Grievance & Disputes Procedure
 - Leave of Absence, Supply and Cover
 - Lone Working
 - Performance Management/ Appraisal
 - Staff Development
 - Staff Code of Conduct
 - Tragedy