



THE KITE PRIMARY FEDERATION

FINANCE AND HUMAN RESOURCES COMMITTEE

TERMS OF REFERENCE

1. **Membership**

This Committee is appointed by the Governing Board taking account of the interests and expertise of Governors, to ensure it has competence to conduct its business. The membership of the committee will be a minimum of four governors and will include the Executive Headteacher and Chair of Governors. Non-voting members will be co-opted as required and will include a nominated member of the finance team.

2. **Election of Chair**

The Chair of the committee, who shall not be employees of the school, shall be elected from amongst the voting members of the committee at the committee meeting following the first meeting of the Governing Board in the academic year. The Chair of the Finance Committee will not be the Chair of Governors.

3. **Quorum**

A quorum shall be a minimum of 3 Governors of which the Executive Head Teacher must be one.

3. **Meetings**

The committee will meet at least three times a year and in addition as necessary.

- The Clerk to the Governors will minute the meetings of this committee. If unable to attend another member of the committee would take on this role.

4. **Function of the committee**

- The function of the committee is to review and advise the Executive Head Teacher on general financial matters relating to the school.

- The function of the Committee is to advise the Governing Board on all matters concerning staffing and on the appointment and dismissal of staff including by way of redundancy, and is to ensure that the staffing structure of the school supports the children's learning.

5. Responsibilities

- In line with a set annual timetable to conform with the requirements of the Local Authority and other government bodies, to review and agree the annual budgets for all sources of school income and all school expenditure relating to all activities undertaken by the school, for recommendation to the Governing Board for approval.
- The Budget setting and review process should ensure that the budget has been set based on, and in support of, the aims and objectives of the school and School Development Plan. To monitor and review the processes by which the school achieves best value in its use of funding, including overseeing the decisions whether to 'buy-back 'into Local Authority service provisions or to choose alternative providers. The Funding spreadsheet and Budget Submission spreadsheet will be reviewed each year and the Chair of the FC will present all relevant budget papers and FC minutes in full to the FGB for approval. The Finance Officer will attend the FGB at which the budget is presented.
- Review of the Benchmarking of the school's income and expenditure should be performed at the January meeting and, any action plans based on the results to improve the Federation's effectiveness in fund usage developed.
- Budget Monitoring will be reviewed at each termly meeting; the most recent period's Budget Monitoring report will be presented and reviewed. This report will cover income, expenditure and commitments outstanding for all the school's activities during the financial year. Any expenditure or virement beyond the powers delegated to the Executive Head Teacher, as determined by the Financial Management Policy will be reviewed. The Finance Officer's report shall provide a commentary on the position of the budget and expected outturn for the year plus a summary of the status of the Capital fund, Breakfast Club (Welford) and School Fund. The Chair of the FC will present the Finance Officer's report and FC minutes to FGB each term.
- To undertake short and long term financial planning, liaising and communicating with other governors' committees as necessary.
- To support initiatives which increase income, including from the Local Authority.
- To establish and review the principles and objectives of the approach to cases of hardship and ensure they are accurately reflected in the relevant Policies (e.g. Charging and Remission).
- To review any contracts for services drawn up by the school prior to their agreement by the Governing Board, noting any possible conflict of interest. To seek external professional advice regarding these as deemed necessary.
- To gain maximum benefit from the Local Authority's scheme of financial delegation.
- To monitor and review the performance of the school in relation to financial management standards and to ensure that the school is in compliance, including the drawing up of WBC

Internal Audit report action plans, overseeing the preparation of the School Financial Value Standard and leading in dealing with any outcomes of such audits and assessments, ensuring that recommendations are acted upon

- To monitor and ensure the school's compliance in relation to relevant policies, rules and procedures as published from time to time by the Local Authority
- To monitor and review the management of private school funds. To appoint a suitably competent and independent auditor and receive the audited accounts of the School Fund.

Powers to Act

Delegated Powers

The Committee shall have delegated powers to make decisions on staffing on the following specific tasks:-

1. To monitor staffing levels and annually review staff complement.
2. To provide regular reports to update the Governing Board on staffing issues.
3. To ensure performance management is undertaken and Support Staff appraisals.
4. To monitor actions are completed in relation to staffing in the School Development Plan.
5. To make recommendations to the Governing Board and/or Finance Committee as appropriate to the appointment of teaching staff for more than one term.
6. The Executive Head Teacher is the delegated authority for making teaching appointments lasting for not more than one term, lunch time controllers, learning support assistants, supply teachers and secretaries/clerical staff.
7. The Committee or individual members to assist and advise the Executive Head Teacher as may be requested.
8. The appointment of main grade teachers for more than one term is delegated to the Committee and must include the Executive Head Teacher.
9. The selection and appointment of the Executive Head Teacher or Deputy/Assistant will require the Committee to agree a job description, advertisement and propose a selection procedure and timetable for consideration by the Governing Board.
10. The Governing Board to decide the composition of the interview panel, taking into account the statutory requirement to draw in specialist advice from outside bodies for the appointment of an Executive Head Teacher.

Financial delegations are stated in the relevant policies and procedures of the school in particular the Financial Management Policy and the Scheme of Delegation as amended from time to time.

Reporting and review

The Chair of the Finance and Human Resources Committee will report back to the governing Board once a term with reference to the draft minutes of the last committee. The committee will consider the terms of reference and make suggestions for review by the full governing Board annually in the Autumn term.

Approved by Full Governing Board	Chair of Governing Board
Date :	Signature:
Next Review due	Autumn Term 2024