

**Audit, Finance & Staffing Committee  
Terms of Reference – March 2021**

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| <b>Membership and Voting</b>        | <p>At least four Governors, including the Headteacher. All full Governing Body members have voting rights.</p> <p>Other staff may be co-opted as Associate Members, but they shall have no voting rights. Deputy Headteacher may stand in for the Headteacher, but he/she, too, will be an Associate Member and have no voting rights.</p> <p>The Audit Finance &amp; Staffing Committee may also appoint people from outside the Governing Body as Associate Members in order to draw on their expertise and experience both inside and outside the school; they, too, shall have no voting rights and may be excluded from any part of a committee meeting when the item of business concerns an individual member of staff, a pupil or other confidential matter.</p> <p>Associate Members are appointed for a one-year term, reviewed annually. Any appointments must be recorded in the minutes.</p> |
| <b>Quorum</b>                       | <p>Three Governors.</p>   |
| <b>Meetings and Confidentiality</b> | <p>Five meetings per school year, with additional meetings if necessary.</p> <p>The Part 1 minutes of committee meetings are a matter of public record. Committee meetings should not ordinarily focus on confidential matters, and should not be used as a forum in which to raise issues that are private, personal or specific to individual children or members of staff.</p> <p>If the proper conduct of the Committee’s business is confidential or requires individuals to be named:</p> <p>(i) the committee’s deliberations shall be treated in the strictest confidence, and shall be held as Part 2, in accordance with the manner in which Part 2 matters are dealt with in Governing Body meetings, and minuted as such</p> <p>(ii) the minutes shall anonymise individuals and record no actual names and will be kept as confidential.</p>   |
| <b>Chair</b>                        | <p>To be appointed by the Governing Body at its first meeting in the Autumn Term, and to continue in office for a term of four years.</p>   |
| <b>Clerk</b>                        | <p>To be employed by the HEP and assigned to the school.</p>  |
| <b>Remit</b>                        | <p>To provide guidance, and support to the Headteacher and full Governing Body whilst holding the former to account in all matters relating to the school’s resources: human, financial and physical (school premises and grounds including all health and safety aspects).</p> <p><b>Human Resources:</b></p> <ul style="list-style-type: none"> <li>Review the staffing structure and make recommendations to the Governing Body for approval.</li> </ul>   |

- To make arrangements for the Performance Management Policy to be implemented and to monitor its implementation.
- To review and recommend the adoption of procedures to the full GB for dealing with discipline, capability, sickness, redundancy and grievances and to ensure that staff are informed of them.
- To ensure that every member of the teaching and support staff has a job description and that each is considered for review annually.
- To ensure that recruitment and selection procedures comply with best practice guidance.
- To monitor the maintenance of a Single Central Record.
- To review the school's involvement with the local community and other stakeholders.
- To consider other staffing matters as detailed in the Internal Scheme of Delegation.

**Finance:**

- To provide guidance and assistance to the Headteacher and Governing Body in all matters relating to budgeting and finance.
- To prepare and review financial policy statements, including consideration of long-term planning and resourcing.
- To recommend appropriate action on financial matters which will ensure implementation of the School Improvement Plan (SIP.)
- To carry out responsibilities delegated by the Governing Body in accordance with the schedule of delegation.
- Consideration and approval of expenditure (nett cost) and virements as outlined in the competitive tendering policy.
- To monitor the income and expenditure of all public funds and report the financial situation to the Governing Body each term.
- To ensure the audit of non-public funds for presentation to the Governing Body.
- To approve the cost and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To oversee the preparation and implementation of contracts.
- To prepare a lettings and charges policy for the approval of the Governing Body.
- To report back to the next meeting of the Governing Body.

**Premises, Health & Safety and School Meals:**

- To monitor the maintenance and improvement of the school's physical environment and to ensure that long-term planning occurs.
- To monitor implementation of the school's health and safety policies, review risk assessments, and review accidents, near misses and preventative measures.
- To monitor the school food provision.

**Additionally:**

- To regularly monitor and review the school policies relevant to the Committee and ensure their appropriate implementation.
- To advise the Governing Body on these and other documents as appropriate.
- To monitor the internal audit process and plan.
- Ensure that internal audit findings are discussed and are being implemented.

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|  | <ul style="list-style-type: none"> <li>• To report internal audit findings to Governing Body.</li> <li>• To approve external audit and, annual accounts and management letter.</li> <li>• To report audit outcomes to Governing Body and findings.</li> <li>• All relevant policies are to be ratified and adopted by the Committee.</li> <li>• The relevant policies are to be reviewed annually on a staggered basis unless stated otherwise.</li> <li>• Any material changes to the relevant policies will be presented to the Governing Body for discussion and/or approval.</li> <li>• New policies will be presented to the Governing Body.</li> <li>• Where appropriate and necessary, to present and explain the relevant policies to staff, children, parents and other stakeholders.</li> <li>• To agree the relevant parts of the School Development Plan.</li> <li>• To contribute towards, and monitor the School Improvement Plan/Post Ofsted Action Plan in respect of the school's resources.</li> <li>• To receive and consider reports and consultation papers from the LA and other bodies concerning the school's resources on behalf of the Governing Body.</li> <li>• To liaise with other committees through the Chair.</li> </ul>  |
| <p><b>Relevant statutory policies and documents for which the committee has delegated responsibility</b></p> | <ul style="list-style-type: none"> <li>• HR Policies as advised by the LA within the scheme of delegation <ul style="list-style-type: none"> <li>○ Teacher Capability;</li> <li>○ Support Staff Capability;</li> <li>○ Recruitment;</li> <li>○ Sickness Management;</li> <li>○ Newly Qualified Teachers;</li> <li>○ Employee Disciplinary Procedure</li> </ul> </li> <li>• Finance Policies <ul style="list-style-type: none"> <li>○ Charing and Remissions</li> <li>○ Disposal of Assets</li> <li>○ Gifts &amp; Hospitality</li> <li>○ Pay Policy</li> <li>○ Staff, Governor &amp; Visitor Allowances</li> <li>○ Finance Manual</li> <li>○ SFVS</li> </ul> </li> <li>• Premises Management <ul style="list-style-type: none"> <li>○ Lettings</li> <li>○ Health and Safety (to include all associated H+S sub-policies, e.g. ladder safety, etc.)</li> <li>○ Premises Management documents to be checked</li> <li>○ Disposal of Assets</li> </ul> </li> <li>• GDPR <ul style="list-style-type: none"> <li>○ Freedom of Information</li> <li>○ GDPR policy</li> </ul> </li> <li>• Teacher Appraisal</li> <li>• Performance Management for non-teaching staff</li> <li>• Special Paid Leave</li> <li>• Grievance Procedure</li> <li>• Scheme of Delegation</li> <li>• Food Policy and tender</li> <li>• Education off-site activities</li> </ul> |
| <p><b>Reporting Back</b></p>   | <ul style="list-style-type: none"> <li>• Minutes of the meetings will be maintained by the school.</li> <li>• Minutes will be sent to the next ordinary meeting of the Governing</li> </ul>  |

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|  | Body. These will include decisions made under delegated powers by the Committee, and recommendations where there has been no delegation. |
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**AGREED by FGB: 23 March 2021**