



## **FINANCE, STAFFING & PAY COMMITTEE - TERMS OF REFERENCE**

### **1. Membership**

The membership of the Committee shall consist of not less than three governors.

### **2. Quorum**

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

### **3. Frequency of Meetings**

The Committee shall meet at least once per term.

### **4. Delegated Functions**

#### **Finance**

- 4.1 To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities, and to approve the annual budget.
- 4.2 To establish and maintain a three-year financial plan, taking into account priorities identified in the School Improvement Plan, the impact of potential changes in the number of pupils on roll, and any central government or local authority initiatives.
- 4.3 To receive three multi-year budget monitoring reports each year from the Headteacher (with three additional reports provided to the Headteacher) monitoring income and expenditure against the annual budget plan.
- 4.4 To ensure any expenditure, or any virements between budget heads, are in accordance with the levels set and in accordance with the LA's Scheme for Financing Schools and the School's Scheme of Delegation.
- 4.5 To approve any Service Level Agreements that exceed the Chair of Governors/Vice Chair of Governors and Headteacher's delegated expenditure limit.



- 4.6 To monitor the impact of the use of any additional grants, including but not limited to P.E. & Sports Premium (**Primary schools only**) and Pupil Premium funding.
- 4.7 To review any local authority audit report and to act upon any issues identified or recommendations made in such reports, and to then monitor the implementation of the agreed audit recommendations.
- 4.8 To review value for money and benchmarking information on an annual basis, and to then receive an annual improved use of resources report.
- 4.9 To ensure the school have made arrangements for the annual audit of the school fund, and to send a statement to finance within 3 months of the end of the financial year (this cannot be audited by governors).

### **Staffing**

- 4.10 To approve and review the staffing structure (both teaching and non-teaching) for the school, and to ensure that the school is staffed sufficiently to meet the requirements of the School Improvement Plan and the effective operation of the school (taking into account the financial position of the school).
- 4.11 To ensure that the school's Single Central Record of Recruitment and Vetting Checks is up-to-date, and that it is monitored by a governor periodically.
- 4.12 In consultation with staff, to oversee any restructure process leading to staff reduction or redundancy.
- 4.13 To consider requests made in line with staffing policies (secondment, flexible working, leave of absence, compressed hours).
- 4.14 To monitor staff attendance and staff absence levels.
- 4.15 To ensure that provision is made for the continuing professional development (CPD) of staff.
- 4.16 To monitor the outcomes of the performance management process for staff, including the Headteacher.
- 4.17 To monitor and evaluate the engagement with staff and staff views (including but not limited to the review of staff survey results).

Whitehall Road, Gateshead, Tyne & Wear, NE8 4LH Telephone: 0191 4334095, Fax: 0191 4334100  
Head Teacher: Mr C Wisby B.Ed (Hons) NPQH, Deputy Head Teacher: Mrs L Crossan B.A. (Hons)

Caedmon Primary School website address: [www.caedmonprimary.org](http://www.caedmonprimary.org)

School e-mail address: [caedmoncommunityprimaryschool@gateshead.gov.uk](mailto:caedmoncommunityprimaryschool@gateshead.gov.uk)

M:\Governors\2024-25\Finance, Staffing & Pay Committee Terms of Reference.docx



## Pay

- 4.18 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school and to consider and determine recommendations for performance-related pay awards for teaching staff, the Headteacher and Deputy/Assistant Headteachers.

## 5. Policies

### Statutory

- 5.1 To ensure a Charging & Remissions Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.2 To ensure a Governors' Allowances Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.3 To ensure a Pay Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.4 To ensure a Staff Behaviour Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.5 To ensure a Staff Capability Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.6 To ensure a Staff Capability Policy (sickness absence) is established and adopted, and is reviewed and re-adopted annually.
- 5.7 To ensure a Staff Disciplinary Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.8 To ensure a Staff Grievance Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.9 To ensure a Teacher Appraisal Policy is established and adopted, and is reviewed and re-adopted annually.

### Non-statutory - Gateshead – LA/Audit requirement

- 5.10 To ensure a Financial Scheme of Delegation that clearly defines the responsibilities of the Governing Body, Headteacher and school staff for the

Whitehall Road, Gateshead, Tyne & Wear, NE8 4LH Telephone: 0191 4334095, Fax: 0191 4334100  
Head Teacher: Mr C Wisby B.Ed (Hons) NPQH, Deputy Head Teacher: Mrs L Crossan B.A. (Hons)

Caedmon Primary School website address: [www.caedmonprimary.org](http://www.caedmonprimary.org)

School e-mail address: [caedmoncommunityprimaryschool@gateshead.gov.uk](mailto:caedmoncommunityprimaryschool@gateshead.gov.uk)

M:\Governors\2024-25\Finance, Staffing & Pay Committee Terms of Reference.docx



financial, human and asset resource management of the school is established and adopted, and is reviewed and re-adopted annually.

- 5.11 To ensure a Handling Allegations of Abuse Against Employees Policy is established and adopted.
- 5.12 To ensure a Dinner Money Debt Policy is established and adopted, and is reviewed and re-adopted annually.
- 5.13 To ensure a Whistle Blowing Policy is established and adopted, and is reviewed and re-adopted every two years.

Non-statutory (recommended as best practice)

- 5.14 To ensure a Non-teacher Appraisal Policy is established and adopted.

**6. Reporting to the Governing Body**

- 6.1 The Committee clerk will send the minutes (or draft minutes, if they are still awaiting approval at the next committee meeting) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.
- 6.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.



Whitehall Road, Gateshead, Tyne & Wear, NE8 4LH Telephone: 0191 4334095, Fax: 0191 4334100  
Head Teacher: Mr C Wisby B.Ed (Hons) NPQH, Deputy Head Teacher: Mrs L Crossan B.A. (Hons)

Caedmon Primary School website address: [www.caedmonprimary.org](http://www.caedmonprimary.org)

School e-mail address: [caedmoncommunityprimaryschool@gateshead.gov.uk](mailto:caedmoncommunityprimaryschool@gateshead.gov.uk)

M:\Governors\2024-25\Finance, Staffing & Pay Committee Terms of Reference.docx



Whitehall Road, Gateshead, Tyne & Wear, NE8 4LH Telephone: 0191 4334095, Fax: 0191 4334100  
Head Teacher: Mr C Wisby B.Ed (Hons) NPQH, Deputy Head Teacher: Mrs L Crossan B.A. (Hons)

Caedmon Primary School website address: [www.caedmonprimary.org](http://www.caedmonprimary.org)

School e-mail address: [caedmoncommunityprimaryschool@gateshead.gov.uk](mailto:caedmoncommunityprimaryschool@gateshead.gov.uk)

M:\Governors\2024-25\Finance, Staffing & Pay Committee Terms of Reference.docx