

Please note that these terms of reference (ToR) should be referred to/considered in conjunction with the most recent finance regulations and guidance.

**The Governing Body of St Thomas of Canterbury RC Primary School
Terms of Reference of the Finance and Pay Committee**

- Membership** To consist of at least 3 governors, one of whom will act as chair.
- Chair** *Either* appointed by the governing body *or* elected by the committee (to be determined by the full governing body). The governing body can remove the chair at any time.
- Quorum** To consist of 3 members or more.
- Meetings** At least once a term in conjunction with the full governing body meeting, and otherwise as required.
- Agendas** To be circulated to all governors one week before the meeting by the chair of the committee. Accompanying papers to be circulated to members of the committee only.

Minutes/confidential minutes

To be circulated to all members as soon as possible after the date of the meeting, or with the agenda papers for the next full governing body meeting. Minutes to include a brief summary of items discussed, decisions made and/or a record of any proposals/recommendations for the governing body to consider, and clear reasons for decisions taken.

Confidential items related to pay, or individuals, are only to be circulated to members of the committee who are not paid members of staff.

- Review** Membership, terms of reference and working procedures to be reviewed annually at the autumn Term governing body meeting.
- Aims** The Finance and Pay Committee is responsible for monitoring the financial situation of the school, including the pay of staff.

Finance Function

- To ensure that the Financial Management Standard in Schools criteria are met at all times, and that procedures are in place to ensure this.
- To advise and make recommendations on all financial matters.
- To ensure that a three year financial plan and or projections, for the school, are in place.
- To review and recommend to the governing body the financial delegation policy for approval.
- To implement, and monitor, the scheme for financial delegation for the school.
- That all Department for Children School and Families and local authority financial regulations are followed and adhered to.
- To set the school budget and monitor its implementation and management (if the committee has delegated responsibility).

- To approve and monitor capital expenditure.
- To approve and monitor any service level agreements and contracts entered into by the school.
- To monitor the expenditure of specific, designated funds.
- To receive and approve the audited accounts for the school.
- To liaise with the staffing committee, with regards to staffing structures, and staff appointments.
- To provide reliable information and make appropriate recommendations and decisions to enable the governing body to comply with required financial regulations.
- To ensure that appropriate financial procedures are in place for all other school held funds, including annual audit of the accounts, and the school fund.
- To monitor implementation of the model publication scheme and report this back to the full governing body through the committee meeting minutes.

Pay Function

- To hold an annual meeting (excluding any paid staff but including the headteacher) to review changes in the pay and conditions arrangements for staff, incorporating recommendations from the headteacher and the council, and where required, the results of consultations with staff and their union representatives.
- To receive recommendations from the Headteachers Performance Management Review Panel when considering the headteachers pay (paid staff of the school and the headteacher should withdraw for this item).
- To consider (following the withdrawal of the headteacher and other paid members of the school staff from the meeting), the payment of the head teacher for the forthcoming year. Human resources are to be consulted regarding any proposals for changes in the ISR.
- To ensure that proper liaison takes place with the city council in respect of the pay function and that procedures are in place for all necessary documentation to be supplied to the council for payroll purposes.

Associated Documents:

School Pay Policy

Work Life Balance Policy

School Improvement/Development Plan

Local and National pay and conditions of service

Employment legislation and directives including those relating to equality issues

This list is not exhaustive

Addition 28 February 2017 –Completion of the Financial Checklist delegated to the Finance Committee. 13 June 2017 – Leadership Pay Guidance

Spring Term 2021 Model Teachers' Pay Policy 2020