

Blewbury Endowed C of E Primary School
Westbrook Street, Blewbury, Didcot, Oxon. OX11 9QB
Telephone: (01235) 850411
Consultant Headteacher: Lisa Horton
Executive Headteacher: Lisa Austin
Chair of Governors: Ann Parham
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Nominated Governor for Finance and Staffing Terms of Reference 2020-21
Governor Lead Maxine Evans

Ensure the following actions are undertaken and where applicable outcomes presented to the Governing Board.

Finance:

1. Draft in conjunction with the Headteacher and the School Bursar/Finance Officer, the school's annual budget that reflects the priorities of the School Vision Map.
2. Prepare a budget statement at least three times a year.
3. Monitor the expenditure of all budget funds against the agreed limits and decide on action to be taken to correct any deviation from plan.
4. Form and keep updated an action plan for carry forward money for both the Capital and Revenue funds.
5. Ensure that the school operates within the Financial Regulations of the County Council.
6. Delegate to the Headteacher permission to make minor deviations from the published budget plan.
7. Delegate to the Finance Officer permission to authorise spending within the agreed departmental and whole school budget limits.
8. Ensure that the school meets the requirements of the SFVS.
9. Complete the annual Financial Skills Matrix for Finance staff and governors

Staffing:

Ensure the following actions are undertaken and where applicable outcomes presented to the Governing Board.

1. Ensure that Governors carry out their responsibilities for staffing as laid out in the Governance Handbook (DfE).
2. Ensure the school provides a safe, healthy and sustainable environment for staff
3. Chair Pay and Performance Committee and ensure statutory requirements are met
4. Review the staffing structure as necessary.
5. Monitor and evaluate the impact of continuing professional development on improving staff performance.
6. Review and monitor the Staff Performance Management policy.

Agreed by the Interim Executive Board on 20.10.20