

Finance, Staffing and Buildings Meeting - TERMS OF REFERENCE

Meeting: *Once per term*
Day: (as agreed), 4pm
Time: 1-2 hours

Location: Head teachers office, Newham Bridge Primary School

Attendees:

FSB sub committee members
Clerk (from LA)

Objectives:

- To review the detailed financial performance of the school and make sure that its money is well spent.
- To review the teaching staff performance management
- To agree and monitor school building/major repair plans

Inputs documents sent out before the meeting:

- School statement of account
- New school budget (Autumn term)
- School fund (friends of the school) accounts
- Service level agreements
- Staff performance management summary
- Financial benchmark data (Spring term)
- Building works update
- Major repair works update
- School asset plan (Summer term)
- Pupil premium funding + sports report (Summer term)
- Chair of FSB sub ctte: SFVS report (Spring term)

Output:

- Notes of the meeting (by Clerk within one week of the meeting)
- An agreed school budget (Spring term)
- A School Financial Value Standard report (Spring term)
- School asset plan (Summer term)
- A report on the impact of pupil premium and Sports funding (Summer term)

Agenda:

- Apologies for absence
- Declaration of interest
- "Any other business" for the agenda
- [Discuss questions arising from "input" documents]
- Any other business
- Approval of documents for inspection
- Date and time of next meeting

KPI's:

- Spend vs budget
- School predicted out turn
- Teacher performance

Ground rules:

- Agenda and documents for review are sent out a week before the meeting by mail and/or email.
- All documents are read and questions arising listed before the meeting
- Input documents will not be read during the meeting only the issues discussed