

## **Finance, Pay and Staffing Sub-Committee Terms of Reference**

Since 1<sup>st</sup> April 2013 the Management Committee has had a delegated budget and responsibility for all other financial decisions necessary to manage

budgets effectively (DfE March 2013). The Finance, Pay and Staffing Sub-committee have delegated responsibility for scrutiny and challenge of the College's finances.

### **1. Membership**

The membership of the Sub-committee will be up to 6 members elected by the Management Committee including the Head. Other members (with or without voting rights) may be appointed to the Sub-committee as the Management Committee sees fit.

### **2. Quorum**

The quorum shall be three members.

### **3. Meetings**

The Sub-committee will meet at least three times each year. The dates of the meetings will be set with reference to the availability of relevant financial information.

### **4. Function**

The main function of the Sub-committee is to advise and assist the Head on matters relating to the College's finances, staffing and budget. In addition the Sub-committee has the following specific functions:

- to manage the College's budget in order to ensure that it demonstrates best value in achieving the College's goals
- to monitor and challenge spending and outcomes against the College's Improvement Plan
- to consider the outturn figures for the previous financial year (when they are available)
- to submit a Consistent Financial Reporting Form (CFR) statement by the end of March each year
- to submit the Schools Financial Value Statement (SFVS) at the end of March each year
- to hold strategic responsibility for the effectiveness of internal financial controls
- to develop the College's budget for the next academic year taking account of:
  1. Funding allocation
  2. Staff pay
  3. Building and maintenance costs
  4. The school's Asset Management Plan, income from lettings, fundraising and other income generating activities
  5. Outturn from the previous financial year
- to present the budget plan to the Management Committee for approval
- to develop spending/saving plans for significant under/overspend or extra income

- to approve recommendations from Head/Deputy regarding salary changes for members of staff
- to contribute to the College's self-evaluation process and Self-Evaluation Form(SEF) as required by the Management Committee
- to ensure that evidence of impact on outcomes for young people and most effective use of resources are at the heart of financial decision making.

#### 5. Delegated Powers

The Sub-committee will have delegated powers within the following framework:

- total responsibility for the management of the approved budget within the following constraints:
  - i. no greater than 10% virement between headings outlined in the annual expenditure profile approved by the Management Committee
  - ii. the Head is authorised to vire between budget headings to a limit of £1,000 without reference to the Finance, Pay and Staffing Sub-committee
- meet and monitor on a regular basis all College expenditure and compare to horizontal profile, calling an emergency meeting of the Management Committee where necessary

The Chair of the Finance, Pay and Staffing Sub-committee will report back to the Management Committee 3 times annually.