

## Aqueduct Primary School

'Securing tomorrow's success through today's achievement'

Respect      Positivity      Happiness      Kindness      Safety      Learning

### Finance and Personnel Working Party

#### Purpose and Areas of Focus

##### **Purpose:**

The purpose of this working party is to receive new and updated documents and information related to the areas of focus and discuss before reporting their summaries and recommendations to the following Full Governing Body (FGB) Meeting. Action planning, decision making and accountability remains with the Full Governing Body.

**Membership:** Governors and Senior Leaders with responsibility for:

- Finance and budget
- Pupil Premium
- Early Years Pupil Premium
- Sports Premium
- Government grants/ funding for specific projects
- Head teachers performance management
- Staff performance management
- Salaries
- School organisation/ staffing

##### **Meetings:**

The working party will meet twice each term before each Full Governing Body Meeting. There is no quorum however governors should attend when the agenda includes items related to their areas of responsibility.

The initial agenda for the next meeting should be drafted at the end of each meeting and shared at the FGB. Additional items for inclusion on the next agenda should be forwarded to the Head teacher/ Chair of governors or agreed at the start of each working party meeting.

Minutes and impact statements should be recorded for each meeting and kept in the Governor's meetings file.

Individual link governors will continue to meet with school leaders to monitor their own area of responsibility and share their impact reports with the working party members.

##### **Areas of Focus**

- Management of the School budget – Receive reports from the Senior Leaders following Local Authority Budget monitoring visits.
- Monitor Annual school budget plan – spends, over spends and savings
- Make recommendations to the FGB regarding the proposed new budget plan each year and how it relates to school improvement planning.
- SFVS returns
- Consider proposals for spends over £5000
- Make recommendations to the FGB on use of any surplus or investments
- Prepare an annual budget statement for parents

- Monitor and report impact of pupil premium budget plan
  - Monitor and report impact of sports premium budget plan
  - Consider any recommendations from school financial audits
  - Receive and discuss any new or updated policies related to budget or financial planning.
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- Receive and discuss proposals from the SLT on school organisation and staffing structures.
  - Discuss proposals to recruit additional staff or restructure staff and report to the FGB.
  - Consider any proposals to make posts redundant and recommend to the FGB.
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- Receive and make recommendations to FGB regarding performance management policy, procedures and outcomes.
  - Consider and make recommendations regarding salaries and salary appeals to the FGB.