



# Morelands Primary School

*With Resourced Provisions for Development & Assessment  
And Speech, Language & Communication*

*Headteacher: Mrs Alison Syred-Paul  
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## **Terms of Reference for the Finance & Personnel Committee** **September 2020**

The Finance & Personnel Committee will be composed of four members chosen by the Governing Body from its members. (Where the Headteacher and Chair of Governors join they will be included as full members.)

A quorum of at least three Governors must be present for the meetings to take place. Non-members may be invited to attend and speak, but may not vote.

The Headteacher has a single and multiple (for related expenditure) sign-off limit of £5,000.00. Where the total of a single or multiple related transactions exceed £5,000.00, then the expenditure will need to be proposed to the relevant body (as per Appendix A) for authorisation. The Headteacher will ensure that the School shall not be exposed to unauthorised, unbudgeted expenditure.

The Business Manager will be invited to attend ex-officio.

The Finance & Personnel Committee will meet 4 times per year, January, March, May and November annually (minimum) with updates electronically in July and December.

The Finance & Personnel Committee will consider and report to the Governing Body on items discussed, which will follow the legal requirements and good practice guides detailed in the attached appendices.

Appendix A – Finance

Appendix B – Staffing

These Terms of Reference will be reviewed annually or as necessary.

Signed \_\_\_\_\_  
Headteacher – Mrs A Syred-Paul

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Chair of Governors – Mrs S Nellthorpe

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
Chair of Finance & Personnel Committee – Mr J Tong

Dated \_\_\_\_\_

