

STIPERSTONES CE PRIMARY SCHOOL & CHIRBURY CE PRIMARY SCHOOL FEDERATION
Annual Planner: Finance and General Personnel Committee

Autumn Term	Strategic	Monitoring	Accountability	
	Ensure that all governors have completed pecuniary interest forms	Receive latest financial report sheets	Ensure all requirements of Schools' Financial Value Standard* are being met.	
	Review terms of reference	Consider any unforeseen expenses and adjust budget plan, if necessary	Ensure clear update on school finances is given to the full Governing Body.	
	Elect Chair, establish clerking arrangements, and reporting back procedures	Monitor actual expenditure against projected expenditure		
	Schedule meetings for the year	Staff updates – teachers and support staff planning to leave / maternity leave.		
	Consider appropriate training , particularly for new committee members	Review insurance arrangements and procedures for ensuring cover during possible prolonged absence of staff		
	Review school-charging policy (extended schools provision/ school trips) Review Governors Expenses Policy.			
<p>* Schools Financial Value Standard has replaced FMSiS (Financial Management Standard in Schools). It does not have to be applied until summer 2013.</p>				
Spring Term	Strategic	Monitoring	Accountability	
	Review and adopt	Monitor end of year	Monitoring tasks are	

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	Finance Policy,(extent of headteacher's permitted level of autonomous spending ; conditions relating to virements within budget headings as agreed by full governors) Lettings Policy	budget	related to accountability	
	Review Service Level Agreements with the Local Authority	Staff updates – teachers and support staff planning to leave / maternity leave.		
	Review new budget	Consider how the requirements of SFVS are being met.		
	Receive information about proposed staffing structure for the next year.	Benchmarking: review of financial statistics compared to local and national averages.		
Summer Term	Strategic	Monitoring	Accountability	
	Approve final budget	Monitor recent expenditure against planned expenditure.	Reports to full governing body	
	Full governors will approve paperwork for SFVS.	Staff updates – teachers and support staff planning to leave / maternity leave.	Review Whistle- Blowing Policy	Evaluate effectiveness of this committee, and its impact on the school.

**delegation of function= giving final decision-making powers to a committee, rather than deferring this to the whole governing body.
Shropshire LA recommends that the power to make decisions about the budget should be retained by the full Governing Body.*