



Coppice School Governing Body

Personnel/Finance Committee

Main function:

The main purpose of the personnel and finance committee is to provide advice and guidance on all matters relating to staff and the school's budget.

Activities:

- Oversee the preparation of the annual budget for the school.
- Oversee the appointment of all staff (except the head teacher and deputy head teacher, which are the responsibility of the full governing body).
- Review the staffing requirements of the school to ensure there is sufficient staff to provide the curriculum and meet the school development plan.
- Oversee and monitor staff professional development.
- Monitor expenditure and consider requests for capital expenditure
- Ensure that local authority standards are maintained with regard to employment terms and financial record keeping.

July 2011