



Sandy Secondary School and Moggerhanger Primary School

Business Committee – Terms of Reference

Key responsibilities:

- Budgets
- Financial management
- Staffing/CPD
- Premises
- Business management
- Partnerships
- Fund Raising
- Health & safety
- Banking control and Mandates

Ofsted Common Inspection Framework considerations:

| Criteria | How can governors evaluate? |
|--|---|
| Effectiveness of leadership & management | |
| Improve staff practice and teaching, learning and assessment through rigorous performance management and appropriate professional development. | Evidence of CPD |
| Behaviour and Safety. Behaviour & Safety implications resulting from Health and safety decisions made by the committee. | Review, monitor and take corrective action where necessary. |

TERMS OF REFERENCE

Finance & Resources Committee

Membership of the committee will be no fewer than 3 governors, plus the Principal, or Vice/Associate Principal.

The quorum for each meeting shall be 3 governors.

The committee is to meet termly and otherwise as required, using the terms of reference as a guide to agenda setting.

The committee is to report to each meeting of the full governing body.

The key financial documentation should be circulated at least 5 days in advance of the meeting to allow Governors time to read them.

The committee clerk will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The committee has delegated power to make its own decisions on behalf of, and without referral to, the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

To take the lead on:

- monitoring and evaluating the budget allocated to the school to achieve value for money.
- reviewing staff pay and conditions.
- agreeing procedures for staff conduct and discipline.
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation.
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers.
- monitor and evaluate all Health & Safety related activity including responses to audits, addressing any recommendations arising.
- Reviewing audit reports and monitoring progress against action plans.

To accept full delegated responsibilities for the discharge of the following duties:

- Preparation and presentation of an annual budget to the full governing body for approval.
- Agree the level of financial delegation to the Principal.
- Ensure that the principles of 'best value' are adhered to.
- Review, monitor and evaluate the annual maintenance programme.
- Monitor the maintenance, repairs and redecoration programme within the budget allocation.
- Recommend an appropriate staffing structure to the full governing body for approval.
- Select and recommend the appointment of staff senior teaching staff at Principal/Vice to the full governing body.
- Ensure the effective implementation of performance management procedures.
- Monitor and evaluate the effectiveness of partnerships in securing improved pupil outcomes.
- Oversee fund raising activity and ensure proper financial governance of monies raised through gifts and fund raising in accordance with the Finance Policy.

To provide guidance to the full governing body for the following, which cannot be delegated:

- Approval of the annual budget.
- Appointment of Principal, and Vice Principal.
- Approval of the staffing structure for the school.