

LARK HALL PRIMARY CAMPUS

Business Committee Terms of Reference 2022 - 2023

These Terms of Reference aim:

- To support the Governing Body in fulfilling statutory duties
- To support the strategic role of the Governing Body
- To provide a framework for effective self evaluation, monitoring and evaluation, support and challenge by linking the work of Committees to areas of the current 'What we do well' document and key priorities in the 'Room for Improvement' document.

The Governing Body will review the terms of reference annually.

Membership

No fewer than 5 governors including the Chair and Head Teacher.

The Committee may make recommendations to the Governing Body for the appointment of Associate Members of the Committee.

Quorum

Three governors and Head Teacher or representative of Head Teacher

Clerking

The clerk to the Committee

Meetings

The Committee will meet at least once a term prior to the main Governing Body meeting, and otherwise as required.

The Committee will receive reports from the school and any external sources in sufficient detail to enable it to undertake its strategic role including planning, monitoring and evaluation. Whenever possible, reports will be shared in common across the school.

Terms of Reference

In common with all Committees of the Governing Body, this Committee has the following responsibilities:

- To contribute to the monitoring and evaluation of those parts of SEF and the School Development Plan that have been allocated to the Committee by the Governing Body and to report back to the Governing Body.
- To keep the policies and procedures listed in Appendix A under review and to agree any changes and report these to the Governing Body.
- To systematically monitor and evaluate the operation of school policies and procedures which have been allocated to the Committee by the Governing Body. The relevant policies and procedures for this Committee are set out in Appendix A.
- To consider any recommendations from external reviews, for example audit, Ofsted or Local Authority reviews, that have been allocated to the Committee by the Governing Body; to agree any actions needed to address the recommendations; to monitor and evaluate regularly the impact of such actions; to report back to the Governing Body on implementation and impact making any further recommendations if required.
- To keep under review the duties under the Equality Act 2010 and the impact of the Act in relation to all the work of the Committee.
- To consider all relevant duties in relation to child protection and safeguarding in relation to all the work of the Committee and to link, as appropriate, with the Committee / Governors responsible for child protection and safeguarding.

The Business Committee has the following particular responsibilities:

Finance

- To draw up and agree an annual budget reflecting priorities identified through the SEF and set out in the SDP.
- To draw up medium and long term financial plans for the school, reflecting school priorities and projected income including staffing plans and plans relating to the repair, maintenance and development of premises, and to recommend action on these plans to the Governing Body.
- To ensure that the Governing Body agrees financial procedures and controls, including audit, and to monitor implementation in the school.
- To agree an effective procedure for monitoring the budget, to consider appropriate reports for the purposes of monitoring, to report the outcomes of monitoring together with an evaluation of the use of resources to the Governing Body and make any appropriate recommendations.
- To monitor and evaluate the introduction and operation of the Schools Financial Value Standard.

- To agree the level of delegation to the Head Teacher for the day to day financial management of the school.

Site and Premises

- To consider and make recommendations to the Governing Body in relation to asset management.
- To draw up and agree a lettings and charges policy for use of the school.
- To monitor and review all new contracts over £5,000 and recurring contracts with an annual spend over £10,000, subject to the school's Scheme of Delegation.
- To monitor and evaluate the use and development of the site and premises including any shared or off site facilities, and also including security, and make any appropriate recommendations to the Governing Body.
- To prepare and monitor a health and safety and emergency policy and procedures that comply with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action.
- To develop and keep under review a policy on community use of the school and partnership with community groups.
- To keep the Complaints Procedure under review and to monitor its impact.

Personnel

- To agree, monitor and keep under review the staffing structure, to receive recommendations from the Head Teacher and to make any appropriate recommendations to the Governing Body.
- To keep under review the procedures for staff recruitment and training for safer recruitment including all safeguarding requirements, the policies on staff sickness, discipline and grievances and the criteria and procedures for redundancy, and to ensure that staff are consulted and kept informed as appropriate.
- To draw up for Governing Body approval and keep under review a policy on staff consultation, and to undertake consultation as and when appropriate.
- To draw up and keep under review an appraisal policy and pay policy for approval by the Governing Body and to monitor and evaluate the impact of these policies ensuring that these meet statutory requirements and guidance.

Terms of reference agreed by Staff & Governors

Date:

Signed: