

Yatton Schools Business Committee

Terms of Reference September 2018 (revised in April)

The Committee will consist of between **four** and **eight** governors, one of whom will be the Headteacher. The Committee will have full delegated powers in normal circumstances to make policy and act on behalf of the Local Governing Body. The Local Governing Body remains responsible for decisions made by this Committee in accordance with its functions. At the first meeting of the academic year, both the Chair and Vice-Chair will be elected.

Quorum

The quorum shall be **four**, including the Headteacher.

Meetings

- The Committee will meet in accordance with the policy for the Local Governing Body committees.
- The Committee will usually meet before a Local Governing Body meeting.
- Two weeks notice must be given when convening a meeting, unless an emergency meeting is required.
- The Committee will elect a Chair (in the absence of the Chair or Vice-Chair) at the start of the meeting.
- The Clerk of the Governing Body will take minutes and minutes will be distributed to Trustees, all Governors, Executive Headteacher, Deputy Headteachers and Bursar. Confidential minutes, if and when they arise, will be kept separately.
- The Chair of the Business Committee (or Vice-Chair in the Chair's absence) shall sign the minutes and the financial reports once they have been agreed.

Purpose

Finance

- To develop and propose the individual school budget
- To comply with the school annual budget
- To report on compliance with the school annual budget to the Chief Executive
- To review financial reporting
- To comply with delegated Budgets and Finances
- To deliver Financial Policies ensuring compliance with the Trust's financial and reporting requirements
- To comply with all obligations including the Schools Financial Handbook
- To comply with all regulations affecting the Trust
- To assist the Trust in preparation of Annual Accounts
- To comply with consultation in the schools funding model
- To review the school risk register
- To monitor regularly all school expenditure and income.
- To monitor and review staffing levels with regard to financial impact.
- To evaluate whether the quality of education in the school represents good value for money.
- To have delegated powers to examine ways of raising money.
- To oversee the school's finances in accordance with the LSP Finance Policy and Academies Financial Handbook and to support the LSP in completion of the Academies financial management and governance self-assessment

Staffing and training

- To determine the duties of all administrative/finance posts.
- To be responsible for the process of recruitment, selection and appointment of staff. The Board of Trustees has the responsibility for the recruitment of the Executive Headteacher.
- To determine the duties of these posts.
- To evaluate the competencies of its members on an annual basis using the Competencies Matrix and undertake such further training and development as may be appropriate.

Premises

- To take responsibility for all matters concerning the repair and maintenance of the premises and associated school grounds and develop a schools building strategy
- To review delivery of asset and premises maintenance strategy
- To review allocation of trust devolved capital to premises projects
- To ensure that premises and grounds are conducive to the effective running of the school.
- To ensure that the school premises are able (within reason) to accommodate children, staff and parents with a range of disabilities

Health and Safety

- To monitor and recommend improvements to the Health and Safety Policy and school procedures
- Appoint a governor responsible for Health and Safety
- The Health and Safety Governor will carry out a Health and Safety Inspection at least twice a year
- Share responsibility with the Headteacher in reporting health and safety to the Local Board of Governors on health and safety relevant to children, staff and school premises
- Keep up to date with relevant Health and Safety legislation
- To review the provision of school lunches
- To review provision of free school meals to those meeting the criteria

Policies

- To comply with trust wide policies
- To comply with trust wide procurement policies
- To be responsible for reviewing and approving the following specific school policies:
 - Best Value Statement
 - Disciplinary Policy and Procedure (staff)
 - Fee Policy – Breakfast Club
 - Fee Policy – YAS Club
 - Financial Regulations and Procedures
 - Fixed Term Guidance Policy
 - Grievance Procedure (staff)
 - Health and Safety Organisation and Arrangements
 - Intimate Care Policy
 - Letting and Charges Policy – Infants
 - Letting and Charges Policy – Juniors
 - Lost Property Policy
 - Probationary Procedure (support staff)
 - Premises Management Documents
 - Redundancy

These terms of reference were accepted and approved by the local governing body