

HOLYWELL SCHOOL GOVERNORS

Academy Business Committee



Terms of Reference

Introduction

The Committee exists to oversee the business affairs of the school, covering:

- Finance
- Sites & Buildings
- Health and Safety
- HR/Personnel
- Audit and Risk (through the Audit and Risk Committee)

Statutory reporting requirements are taken to the Full Governing Board (FGB) for approval. Other key issues are reported to the FGB at each meeting.

Membership

Membership is at least four non-staff governors, plus the Headteacher or their representative.

The Chair of Governors can be a voting member but should not Chair the Committee.

Other employees of the school should not be voting members, but the Finance Director and the School Business Manager (and any other staff nominated by the Headteacher following consultation with the Committee) can be co-opted by FGB to attend in an advisory capacity to provide information and participate in discussions.

The Chair is elected annually at the first meeting of the Autumn Term and should not be the Chair of Governors.

Quorum

The quorum is three and must include the Headteacher or their representative, with at least two non-staff governors present.

Meetings

The Committee will meet four times a year.

All new committee members will be given copies of the following:

- Minutes of the previous meeting
- School Budget as approved in July and any revised Budgets since that date
- Holywell School Finance Manual
- The current ESFA Financial handbook

Standing Orders

- The agenda for the meeting will be distributed at least seven days before the meeting.

HOLYWELL SCHOOL GOVERNORS



Academy Business Committee

- Minutes will be taken and points for action will be noted as a record of the proceedings of the meeting.
- Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next FGB.
- The minutes will be circulated with the papers for the next FGB.

Declaration of interests

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present at the meeting will decide on the matter.

Detailed responsibilities

See attached for:

- the detailed responsibilities of the Committee under each of the main headings
- the list of policies to be managed by this Committee



Responsibilities

Finance

1. To consider the academy's indicative funding, notified annually by the Education Schools Funding Agency (ESFA), and to assess its implications for the academy, in consultation with the Headteacher and the School Business Manager, in advance of the financial year, drawing any matters of significance or concern to the attention of the Governing Body.
2. To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.
3. To contribute to the formulation of the academy's development plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the academy.
4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the development plan.
5. To account for, in consultation with the Strategic Group, all matters relating to staffing and remuneration, as appropriate.
6. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the ESFA, drawing any matters of concern to the attention of the Governing Body and recommending remedial action as required.
7. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
8. To receive auditors' and internal scrutiny reports and to recommend to the Full Governing Body action as appropriate in response to audit findings (see Audit and Risk section).
9. To recommend, via the Audit and Risk Committee, to the full Governing Body the appointment or reappointment of the auditors of the academy.

HR/Personnel

The Academy Business committee will have delegated powers from the governing body to:

1. Draft and recommend for adoption a pay and conditions policy for the school (which is to be

HOLYWELL SCHOOL GOVERNORS



Academy Business Committee

consistent with statutory requirements, national and local guidance and/or agreements made between the Academy, the governing body, the staff and their unions/professional associations),

2. Implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee,
3. Draft and recommend for adoption a strategic staffing plan and recommend to the Academy Business Committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments,
4. Establish and regularly review personnel policies and procedures and ensure familiarisation with DFE guidance, in particular in relation to the following:
5. *(Model policies can be found in the members section of www.epm.co.uk in Documents under the relevant letter coding)*

B	Staff Recruitment and Selection Support Staff Probation DBS Ex-Offenders Statement (Statutory Requirement) Staff Induction
C	Redundancy
E	Grievance Policy
F	Whole School Pay Policy (Statutory Requirement)
H	Health, Safety and Well Being
J	Teachers Appraisal and Capability (Statutory Requirement) Performance Management of Support Staff
K	Personal Information Equality and Diversity
L	Bullying and Harassment EHRC Public Sector Equality (Statutory Requirement)
M	Summary of Maternity Leave and Pay for all Categories of staff Shared Parental Leave Birth / Adoption Flexible Working
N	Sickness Absence /Special leave of absence
O	Whistleblowing (safeguarding) Physical Intervention

6. Report to the governing body on all staff matters which relate to conditions of service.
7. Advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
8. Determine and monitor the appointments procedure on behalf of the governing body.
9. Set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place.
10. Delegate to the Headteacher all matters relating to the day-to-day selection, management

HOLYWELL SCHOOL GOVERNORS



Academy Business Committee

and supervision (and dismissal) of the staff employed at the school.

11. Ensure that governors on the Academy Business Committee are aware of and understand those responsibilities.
12. Ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
13. Comply with the performance management regulations for teachers.
14. Ensure compliance with *“Keeping Children Safe in Education”*.
15. Form a salary appeals committee when required.

Site and buildings

To be concerned with the use of premises, grounds and extended school facilities.

1. Making recommendation on accommodation, catering, cleaning, decorating and maintenance.
2. Maintain an overview of costs and lettings policy of premises.
3. To monitor energy and utilities bills to support sustainability.
4. To consider and make proposals to the Governing Body as to the maintenance and development of schools buildings and grounds.
5. To be responsible for issues of the school’s physical environment in the school development plan.
6. Agree, monitor & review statutory planned preventative maintenance schedules.
7. To ensure that matters of buildings maintenance and expenditure are dealt with in a timely and appropriate manner.
8. To establish and keep under review a Building Development Plan
9. To establish and keep under review an Accessibility Plan
10. To monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plant.
11. In consultation with the headteacher to oversee premises-related funding bids.
12. To monitor the impact on teaching and learning of the condition of the school site and buildings.
13. To ensure the security of school premises.
14. Any other associated building, site, issues.

HOLYWELL SCHOOL GOVERNORS

Academy Business Committee



Health and Safety

To ensure the school provides a safe, healthy and sustainable environment for pupils, staff and visitors.

1. Review regular reports from H&S Co-ordinator (School Business Manager) following surveys on site conditions and for Health and Safety purposes as required.
2. To ensure an Asbestos Management Plan is in place.
3. To review report of Health and Safety Audit and agree on action plan.
4. Review on an annual basis Health & Safety policy.
5. To accept reports of all accidents and incidents at each meeting.
6. To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
7. To approve the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
8. To ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.
9. To ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
10. A member of the Governing Body will conduct an annual walk round with the Business Manager, Site Manager and will report back to the Committee on issues relating to the school premises.
11. To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises.

Audit and Risk

To direct the trust's programme of internal scrutiny, ensure that risks are being addressed appropriately through internal scrutiny and to report to the board on the adequacy of the trust's internal control framework, including financial and non-financial controls and management of risks.

Through the Audit and Risk Committee (see separate Terms of Reference):

HOLYWELL SCHOOL GOVERNORS

Academy Business Committee



In relation to internal scrutiny,

1. To agree a programme of work annually to deliver internal scrutiny that provides coverage across the year.
2. To review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year.
3. To agree who will perform the work.
4. To consider reports at each meeting from those carrying out the programme of work.
5. To consider progress in addressing recommendations.
6. To consider outputs from other assurance activities by third parties including ESFA financial management and governance reviews, funding audits and investigations.
7. To have access to the external auditor as well as those carrying out internal scrutiny, and consider their quality.

In relation to external scrutiny,

8. To review the external auditor's plan each year
9. To review the annual report and accounts
10. To review the auditor's findings and actions taken by SLT in response to those findings
11. To assess the effectiveness and resources of the external auditor to provide a basis for decisions by the School's members about the auditors.



Policies to manage

HR Policies	
Pay Policy Support Staff	Lone Working Policy
Long Service Awards	Allegations of abuse against staff
NJC Appraisal and Development Policy	Code of conducts for adults
Travel & Subsistence	Disciplinary Procedures relating to misconduct for all employees
Staff Harassment and Anti-bullying Policy	Public Sector Equality Scheme under 150
Discretionary leave of absence	Grievance Procedure and Disciplinary Rules for all employees
Flexible working	Recruitment Selection Policy and Procedures
HR Data retention policy	Support Staff Probation Procedures
Sickness Absence Policy and Procedures	Display Screen Eqpt Assessment
Whistle Blowing HR	Appraisal and Capability Policy Teaching Staff
LGPS Scheme Policy	Ordinary Paternity Leave and Pay (Births and Adoption)
Parental Leave Guidance and app form	Shared Parental Leave Births and Adoption
Induction Policy for all staff	Statement on the recruitment of ex-offenders
Pay Policy Teaching staff	Summary of Maternity Leave and Pay for all categories of employees

HOLYWELL SCHOOL GOVERNORS

Academy Business Committee



Business Policies/docs	
Gifts, Hospitality, Anti-Bribery and Anti-corruption Policy	Mini Bus Policy
Fire Safety Management Policy	Data Protection Policy
School Security Policy	Lockdown Policy
GDPR	Legionella Management Plan
Travel Plan	Premises Management documents
Surveillance and CCTV Policy	Health and Safety Policy
Records Management Policy	Community Use Agreement
Protocol for the use of the kitchen	Scheme of Delegation of Financial Powers

Finance Policies	
Anti-fraud and Corruption Policy	Business Charge Card Policy
Charging & Remissions Policy	Credit Card Security
Finance Manual	Whistle blowing/Confidential reporting
Purchasing Policy	Reserves Policy
Risk Management Policy	Virement Policy
Lettings and Scale of Hire Charges	Assets and Fixed Assets Policy