



Author/owner	Committee
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### **Terms of Reference**

#### **Introduction**

This document defines the Terms of Reference for the Academy Business Committee of the Board of Governors at Holywell School. We take statutory reporting requirements to the Full Board for approval. Other **Key** Issues are reported to the Full Board at each meeting. The Committee exists to oversee the Business affairs of the school, which covers Finance, Sites & Buildings, Health and Safety and Personnel matters.

#### **Membership**

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

The Committee shall have such associated non-voting members as the Governing Body shall appoint. The Committee may make recommendations for these appointments of which one should include the School Business Manager & The Finance Director.

#### **Quorum**

The quorum is three and must include the Headteacher or their representative, with at least two non-staff governors present. The Committee shall not meet without the Headteacher being present or a substitute nominated by him/her.

#### **Meetings**

The Committee shall meet once a term and otherwise as required.

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

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

## **Chairmanship**

The Chair of the committee shall be elected annually at the first meeting of the Autumn Term.

## **Standing Orders**

- The agenda for the meeting shall be distributed at least seven days before the meeting.
- 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 full meeting of the governing body.
- A report of the proceedings of meetings (minutes) of this committee shall be circulated with the papers for the next full meeting of the governing body.

## **FINANCE**

- 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.
- To consider and recommend acceptance/non-acceptance of the academy's budget, at the start of each financial year.
- 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.
- 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.
- To account for, in consultation with the Strategic Committee, all matters relating to staffing and remuneration, as appropriate.
- 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.
- 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.
- To receive auditors', Responsible Officer's reports and to recommend to the full Governing Body action as appropriate in response to audit findings.
- To recommend to the full Governing Body the appointment or reappointment of the auditors of the academy.

## **PERSONNEL**

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

A summary of decisions taken and points for action will be noted on a copy of the agenda 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 full meeting of the governing body.

A report of proceedings of meetings of the personnel committee shall be circulated with the papers of the next full meeting of the governing body.

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

- draft and recommend for adoption a pay and conditions policy for the school (which is to be 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),
- 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,
- 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,
- establish and regularly review personnel policies and procedures and ensure familiarisation with DFE guidance , in particular in relation to the following:
- *(Model policies can be found in the members section of [www.epm.co.uk](http://www.epm.co.uk) in Documents under the relevant letter coding)*

B	Staff, governors Code of Conduct 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

- report to the governing body on all staff matters which relate to conditions of service.

- advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
- determine and monitor the appointments procedure on behalf of the governing body.
- set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place.
- delegate to the headteacher all matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school.
- ensure that governors on the Academy Business committee are aware of and understand those responsibilities.
- ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- comply with the performance management regulations for teachers.
- ensure compliance with “Keeping Children Safe in Education “
- form a salary appeals committee when required

### **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.

### **SITE AND BUILDINGS**

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

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

## **HEALTH AND SAFETY**

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

- Review regular reports from H&S Co-ordinator (School Business Manager) following surveys on site conditions and for Health and Safety purposes as required.
- To ensure an Asbestos Management Plan is in place.
- To review report of Health and Safety Audit and agree on action plan.
- Review on an annual basis Health & Safety policy.
- To accept reports of all accidents and incidents at each meeting.
- To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- 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
- 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.
- 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.
- 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
- To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises.

## **POLICIES TO MANAGE**

<b>HR Policies</b>	<b>HR Policies</b>
Pay Policy Support Staff	Pay Policy Teaching staff
Long Service Awards	Lettings
NJC Appraisal Policy	Charging & remissions
Health and Safety	Lone working
Travel & Subsistence	Allegations of abuse against staff
Bullying & Harrassment	Code of conducts for adults
Disciplinary rules for all employees	Disciplinary Procedures and Policy
Discretionary leave of absence	Equality and Diversity for school staff
Flexible working	Grievance Procedures
HR Data retention policy	Recruitment Selection Policy
Sickness Absence Policy and Procedures	Support Staff Probation Procedures
Whistle Blowing HR	Display Screen Eqpt Assessment
First Aid	

LGPS Scheme Policy	
<b>Business Policies</b>	<b>Business Policies</b>
Gifts and hospitality	Purchasing policy
Finance Manual	Virement
Fire Safety management	Mini Bus
Whistle blowing/Confidential reporting	Data protection
Credit card security	School Continuity Emergency Plan
Assets and Fixed Assets	Business Chargecard
CCTV Policy	Reserves Policy
Risk Management Policy	