**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.
* 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 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*](http://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

1. Report to the governing body on all staff matters which relate to conditions of service.
2. Advise the governing body on all current personnel developments which may affect the school's pay policy or budget.
3. Determine and monitor the appointments procedure on behalf of the governing body.
4. Set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place.
5. 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.
6. Ensure that governors on the Academy Business Committee are aware of and understand those responsibilities.
7. Ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
8. Comply with the performance management regulations for teachers.
9. Ensure compliance with *“Keeping Children Safe in Education“.*
10. 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.

**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):

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,

1. To review the external auditor’s plan each year
2. To review the annual report and accounts
3. To review the auditor’s findings and actions taken by SLT in response to those findings
4. 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**

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| **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 |

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| **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 |

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| **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 |