Terms of Reference for the Business Management Committee of the Governing Body of Decoy Community Primary School

Membership: **Mrs S Herbert**
Mr S Parnell
Mrs N Glew
Mr S Barnes
Mr A McKenzie
Mr B Twittey
Mrs K Ochiltree

Associate member: **Mrs Hayley Back**

Quorum: **3 plus Headteacher/Deputy Headteacher (in his/her absence)**

Chair of Committee: Mr A McKenzie

Clerk of Committee: Clerk to the Board of Governors

Meeting Dates: **Mon 23 September 2024**
Mon 20 January 2025
Mon 28 April 2025

Meetings commence at 1830 and will typically last for 2 hours

All meetings are closed unless the Committee agrees otherwise

Withdrawal

Any person employed to work at the school, other than the headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed. Any governor or associate member must withdraw where there may be a conflict of interests with items declared on the 'Register of Business Interests' form.

Matters of Urgency

These may be dealt with by the chair of governors, chair of the committee and headteacher and reported to the next meeting of the committee or full governing body.

Delegation
Governing bodies may use their powers to delegate functions and decisions to committees or individual governors. It is the overall governing body, however, that in all cases remains accountable in law and to Ofsted for the exercise of its functions.

The governing body responsibilities for finance and resources including staff.

The governing body has responsibility for 'Overseeing the financial performance of the school and making sure its money is well spent' (Governance Handbook, October 2020). They should do this by making sure they have at least one governor with specific skills and experience of financial matters, and by asking questions such as:

- Are we allocating our resources in line with our strategic priorities?
- Are we making full use of all our assets and efficient use of all our financial resources?
- Are other schools buying things cheaper or getting better results with less spending per pupil?
- How can we get better value for money from our budget?
- Do we have the right staff and the right development and reward arrangements?
- What is the school's approach to implementation of pay reform and performance related pay? If appropriate, is it compliant with the most up to date version of the School Teachers' Pay and Conditions Document?

Many governors may not be familiar with looking at and understanding data. There is a large volume of data available. It is essential that every governing body have at least one governor with the skills to understand and interpret the full detail of the financial data available. These governors should make sure that the wider governing body has a correct understanding of the school's finances. They should identify from the data the issues that most need to be discussed. Other governors should learn from them and undertake any available training opportunities to improve their confidence and skills in looking at data.

The governing body recognises that it is accountable for the way in which resources are used and it is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing body to fulfil the responsibilities of the governing body as specifically itemised below. The committee will operate in accordance with the provisions of the Schools Financial Value Standard (SFVS) to maintain effective arrangements for the efficient deployment of school resources.

Best Value

The governing body will ensure the principles of Best Value are followed when making decisions. The principles of best value are:

- Challenge – why, how and by whom an activity is carried out;
- Compare – performance against other schools and between parts of each school;
- Consult – involving stakeholders, especially pupils and parents;
- Compete – as a means of securing efficient and effective services.

Levels of Delegation - Decision or Recommendation

D = **decision** to be taken by the committee and reported to the full governing body in the minutes.

R = the committee to make a **recommendation** to the full governing body, who will make the decision.

Finance.

Lead Governor: Andrew McKenzie

Policies and Documents delegated to this committee:

- Charging and Remissions Policy (Statutory)
- Governor Allowances / Expenses Policy (Statutory)
- Finance Policy (Statutory)
- School's Financial Value Standard (SFVS) Return (Statutory)

Duties which are delegated to this committee:

In consultation with the head(teacher) and business manager and taking into consideration: • available resources • sustainability of commitments • the school improvement plan (or school development plan) • forecast pupil numbers • anticipated contractual liabilities • other relevant factors the committee (governor) to scrutinise and agree the formal budget plan(s) for the financial year and make recommendations to the full governing body for its approval.	R
To ensure the continued knowledge and understanding of governors in respect of the requirements of the Schools Financial Value Standard (SFVS) and ensure annual return is submitted.	D
To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan.	D
To monitor budgets for all funds under the governing bodies control, including virement decisions, at least termly and to report significant variances from the anticipated position to the governing body.	D
To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Body. This will include a: • Finance Policy • Charging and Remissions Policy • Governor Allowances / Expenses Policy	 R R D
To ensure the continued knowledge and understanding of governors in respect of the Schools Funding Consultation held in September each year and to provide an agreed response to the consultation.	D
To monitor expenditure of any voluntary funds kept on behalf of the governing body and ensure the annual audit of these funds.	D
To make decisions in respect of service level agreements and service contracts	D
To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees.	D
To monitor statistics, performance indicators and key ratios and other non-financial data affecting budgets, directing action as appropriate.	D
To receive audit reports and refer key issues to the governing body. Direct the response to such reports and ensure such reports are appropriately acted upon.	D
To undertake financial benchmarking, alert the governing body to any best value implications and make recommendations to the full governing body for best practice.	D

To monitor the proper allocation of pupil premium, sports funding, CiC funding, and report to the full governing body.	D

Personnel

Policies and Documents delegated to this committee:

- Staff Capability Policy (Statutory)
- Staff Discipline Policy (Statutory)
- Staff Grievance Policy (Statutory)
- Teachers' Appraisal Policy (Statutory)
- Whistleblowing Policy (Statutory)
- Pay Policy (Statutory)
- Central record of recruitment and vetting (DBS) checks
- Contract of Employment for each member of staff
- Data Protection Policy (Statutory)
- Freedom of Information Publication Scheme (Statutory)
- Staff leave of Absence policy
- Flexible Working Policy
- Time Off in Lieu Policy

Duties which are delegated to this committee:

In consultation with the Head(teacher) and giving consideration to the School Improvement Plan (School Development Plan), to review the staffing structure annually and whenever a vacancy occurs.	D
To agree a Pay Policy for all members of staff, in line with Devon County HR advice.	D
To approve/recommend the policies and procedures for dealing with conduct, capability, discipline, grievance and redundancy, in line with Devon County models; and ensure that staff are informed of these.	R
To approve the Performance Management/Teacher Appraisal Policy and make decisions in accordance with the policy in relation to staff pay including the leadership team.	D
To review the training requirements of the school workforce and make recommendations.	D
To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service, including arranging for consultation with unions, where appropriate.	D
To ensure that requirements for safer recruitment are in place and that there is an up to date central record of recruitment and vetting (DBS) checks held in school.	D
To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments. Ensure every member of staff has a contract of Employment.	D
To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review.	D
Review and update the Data Protection Policy and the Freedom of Information Publication Scheme, in line with statutory duties	D

Premises

Policies and Documents delegated to this committee:

- Lettings Policy (Statutory)
- Accessibility Plan (Statutory)

Duties which are delegated to this committee:

To assist the head(teacher) and discharge the responsibilities of the governing body on matters relating to the school premises and grounds, security and environment.	D
To ensure an annual inspection of the premises and grounds is carried out and reported; receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan).	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.	D
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to.	D
To agree a lettings policy.	D
To agree, evaluate and review the schools Accessibility Plan	D
Review catering/school meals/ vending machines/ nutritional policy. Re-affirm food standards in line with statutory duties.	D

Health and Safety and Welfare

BM Committee

Policies and Documents delegated to this committee:

- Health and Safety Policy (Statutory)
- Attendance

Duties which are delegated to this committee:

To assist the head(teacher) and discharge the responsibilities of the governing body on matters relating to Health and Safety issues within the school	D
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
Ensure that appropriate risk assessments, including annual fire risk assessment, take place and are acted upon	D
To ensure that safeguarding requirements are met in line with national legislation and local guidance Delegated to Learning and Wellbeing Committee	D
Ensure that the free school meal provision is being met	D
Ensure that nominated First Aiders have appropriate training which is kept up to date.	D