

## **BUSINESS AND PREMISES COMMITTEE**

### **Membership**

1. Shall not be less than 5 named Governors and a member of the senior leadership team. All governors are welcome to attend meetings.
2. The members shall be elected annually by the Governing Body.
3. The chair shall be elected by the Governing Body at the first meeting of the new school term.
4. **A Quorum** for any meeting and for a vote shall be 3 governors.
5. The Committee shall meet at least once a term, prior to the termly Full Governing Body Meeting and otherwise as needed.
6. The Committee may invite persons to attend meetings in an advisory capacity as and when required, but such persons shall have no voting rights.
7. In liaison with the clerk, the chair shall be responsible for drafting an agenda for meetings in consultation with the Head and members of the Governing Body.

### **Disqualifications**

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

### **Terms of Reference**

- To monitor and evaluate progress towards ensuring effective use of finance and resources in Aim 6 of the school development plan.
- To ensure the financial security of the school for the future in matters of recruitment and retention of students in Aim 4 of the school development plan.
- To provide guidance and assistance to the Headteacher and the Governing body in matters relating to budgeting & finance and to approve decisions regarding expenditure.
- To determine staffing levels (teaching and non-teaching) in the light of the budget and Curriculum and other priorities and needs.
- To receive from the headteacher information about staffing changes and advise the Governing Body
- To ensure that staff vacancies are advertised and filled with appropriately qualified staff with at least one governor being present at each interview for teaching staff.
- In consultation with the Headteacher, Business Manager and Finance Officer to draft the first formal budget plan of the financial year, in relation to the School Development Plan, for approval by the full Governing Body.
- To monitor the school's 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that the school operates in accordance with the Financial Management Standards and our own policies.
- To annually review charges, lettings, remissions and expenses policies for approval by the full Governing Body.
- To make decisions on expenditure following recommendations from other committees.
- To ensure that the school, complies with Health and Safety regulations and, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher, in liaison with the Pay Committee.
- In the light of the Headteacher Performance Management Groups recommendations, to determine whether sufficient funds are available for increments.
- To delegate to the Headteacher the day-to-day financial management of the school.
- To vire funds, if necessary, within limits set by the full Governing body.
- To prepare and review financial policy statements, having consideration for long term planning resourcing.
- To monitor and hold the school accountable for PP expenditure.
- To receive termly reports on the school building fund
- To provide support and guidance to the Headteacher in matters relating to the school premises, grounds, security and Health & Safety.
- To review the annual report on premises development.
- In consultation with the Headteacher and Business Manager approve priorities for premises development using Devolved Formula Capital.
- To monitor Local Authority Co-ordinated VA Programme (SCA) funding in relation to premises development.

