

The Governing Body of Oakhill Church School



Business Committee

Terms of Reference October 2017

- Membership:** At least three governors plus the Head Teacher.
- Quorum:** Three governors.
- Meetings:** The Committee shall meet termly or more frequently as may be required from time to time.
- Purpose:** Management of Finance & Premises including Health and Safety.
- Tasks:**
- To work in consultation with the Head Teacher and school's finance officer to provide guidance to the governing body on all financial matters, including staffing arrangements specifically setting and monitoring of budgets.
 - To work in consultation with the Head Teacher to provide guidance to the governing body on priorities, including health and safety, for the maintenance and development of the school's premises.
 - To receive reports from the Head Teacher regarding her delegated power of authorising spending up to £5000.
 - To report to GB any financial and other decisions made by them in accordance with their delegated powers.
 - To look at best value for procurement.
- Policies:** Finance including Charging and Remissions
Health and Safety
Freedom of Information Act

	<p>Parental Complaints</p> <p>Accessibility Plan</p>
<p>Governors with Special Responsibilities:</p>	<p>Chair of Business</p> <p>Vice Chair of Business</p> <p>Finance including Charging and Remissions</p> <p>Premises</p> <p>Health and Safety</p>
<p>First Meeting:</p>	<p>Agree work priorities</p> <p>Agree lead roles</p> <p>Set dates for the year</p> <p>Identify training programme for new committee members and development for existing members</p> <p>Agree which policies to be reviewed throughout the year</p> <p>Consider feedback from Health & Safety Governor from H & S Walkabout.</p>
<p>Autumn Term:</p>	<p>Regular Finance - Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to the GB, making recommendations where necessary. Monitor expenditure of all voluntary funds held on behalf of the GB.</p> <p>Make recommendations to GB on budget adjustments based on financial monitoring reports on current year budget and project end-of-year figures.</p> <p>Prepare and review statement of financial policy.</p> <p>Review Policies</p> <p>Identify rolling annual programme to inspect buildings and grounds, producing regular reports of findings and making recommendations to GB.</p> <p>Review, revise and implement a 3 year rolling programme for maintenance, repair and redecoration, reporting back to GB as appropriate.</p> <p>Review school's Building Improvement Plan.</p> <p>Identify Risk Management plans to be assembled and instigate work.</p> <p>Review work against SMSC (Social, Moral, Spiritual and Cultural).</p> <p>Best value for money check.</p>

Spring Term	<p>Make decisions in respect of both service level agreements and renewal of premises-related contracts, ensuring that the principles of Best Value are applied to all service purchases (SSTEP).</p> <p>Determine whether sufficient funds are available for the Head Teacher's increments, taking into account the recommendations of the Head Teacher's performance pay review committee.</p> <p>Ensure recommendations for action following premises/health & safety inspections and audits are satisfactorily carried out.</p> <p>Review Policy - Freedom of Information (first spring meeting).</p> <p>Consider progress against the school improvement plan.</p> <p>Review work against SMSC (Social, Moral, Spiritual and Cultural).</p> <p>SFVS</p>
Summer term	<p>Review staffing needs and determine if sufficient funds by personnel.</p> <p>Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to the GB, making recommendations where necessary. Ensure voluntary funds are audited and prepare report for GB.</p> <p>Produce end of year summary report of premises, health and safety monitoring and inspection programmes for presentation to GB, together with recommendations for future action.</p> <p>Regular Finance - Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to the GB, making recommendations where necessary. Monitor expenditure of all voluntary funds held on behalf of the GB.</p> <p>Draft first formal budget for the financial year and prepare summary for the GB, taking into account the priorities in the School Improvement Plan.</p> <p>Finalise new year budget for presentation to GB at end of spring term for approval.</p>

Compliance check with the finance policy.

Review Policies

Undertake self review for the year to assess whether priorities have been achieved; make recommendations to the GB on committee membership, terms of reference, delegated powers and new year priorities.

Review staffing issues for coming year.

Review work against SMSC (Social, Moral, Spiritual and Cultural).

Signed: 

Chair of Business:

Date: 30/1/18