

## The Governing Body of Oakhill Church School



### Business Committee

### Terms of Reference

Membership:	At least three governors including the Head Teacher.
Quorum:	Two 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:	<p>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.</p> <p>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.</p> <p>To receive reports from the Head Teacher regarding their delegated power of authorising spending up to £5000.</p> <p>To report to LGB any financial and other decisions made by them in accordance with their delegated powers.</p> <p>To look at best value for procurement.</p>
Policies:	Finance including Charging and Remissions Health and Safety Freedom of Information Act

	<p>Parental Complaints Accessibility Plan</p>
Governors with Special Responsibilities:	<p>Chair of Business Finance including Charging and Remissions Premises Health and Safety</p>
Autumn Term:	<p>Regular Finance - Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to the LGB, making recommendations where necessary. Monitor expenditure of all voluntary funds held on behalf of the GB.</p> <p>Make recommendations to LGB 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 LGB.</p> <p>Review, revise and implement a 3 year rolling programme for maintenance, repair and redecoration, reporting back to LGB as appropriate.</p> <p>Review school's Building Improvement Plan.</p> <p>Identify Risk Management plans to be assembled and instigate work.</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.</p> <p>Determine whether sufficient funds are available for the Head Teacher's and staff increments, taking into account performance against school targets.</p>

Ensure recommendations for action following premises/health & safety inspections and audits are satisfactorily carried out.

Review Policy - Freedom of Information (first spring meeting).

Consider progress against the school improvement plan.

Review spend against all funding sources ie Pupil Premium, Service Fund

Summer term

Review staffing needs and determine if sufficient funds by personnel.

Produce end of year summary report of health and safety monitoring and inspection programmes for presentation to LGB, together with recommendations for future action.

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 LGB.

Finalise formal budget for the financial year and prepare summary for the LGB for formal approval, taking into account the priorities in the School Improvement Plan.

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 LGB on committee membership, terms of reference, delegated powers and new year priorities.