

West Monkton

Business Committee

Terms of Reference

Membership and appointment

Any governor can be a member of the Business Committee. Appointments to the Committee will be reviewed by the GB on an annual basis and/or at other times as appropriate.

Details of committee membership are set out in Appendix A.

Chairing

Any governor can be the Chair of the committee. The committee will determine its Chair and Vice Chair annually in preparation for the new academic year and/or at other times as required.

Information on committee officers is set out in Appendix A.

Link Governors

The committee will determine its link governors annually in preparation for the new academic year and/or at other times as required.

Information on link governors is set out in Appendix A.

Frequency of meetings and quorum

The committee will meet every half term throughout the academic year, this will be the 3rd Monday. The quorum for the committee will be 50% of the members of the committee. The committee may recommend to the GB that the quorum is increased if the number of committee members increases.

Clerking

Each committee must be clerked. The clerk can be the clerk to the FGB, a governor or an employee at the school, can not be the Head Teacher.

Attendance at meetings

Any member of the governing body has the right to attend meetings of the committee. The committee will also invite subject co-ordinators to attend its meetings where appropriate.

Records of meetings and reporting mechanism

Minutes of committee meetings will be taken by the designated clerk as determined under **Clerking**. Minutes of committee meetings will be circulated by the FGB clerk to all members of the FGB with the agenda for the next full FGB meeting and the committee chair will provide a verbal summary.

Functions and delegated authority

The purpose of the committee is to consider, report back and make recommendations to the GB on issues relating to the school's finances, health and safety, personnel and performance management arrangements.

The committee will review its terms of reference in the first meeting of the autumn term and will recommend them for approval by the full FGB at its first business meeting of the academic year.

Policies delegated to the committee will be reviewed and approved by the committee on behalf of the FGB.

The committee's current membership and work planner are set out in Appendix A.

The committee's policy review programme is set out in Appendix B.

Appendix A

West Monkton School - Business Committee

Committee Membership, Officers and Link Governors

September 2015– July 2016

As of 1st July, where it was agreed at the FGB the membership of the committee was confirmed as

Officers and Link Governors

Chair	James Stone
Vice Chair	Steve Barge
Clerk	Currently Vacant
Head	Ian Robinson
Other Members	Jo Lowe Jamie Baker Richard Doble

WORK PLANNER

The committee will consider the following standard agenda items:

FINANCE

The committee operates an induction procedure for any governor who is new to this committee.

The committee is to review the school's financial performance at months 3, 6, and 9.

The school ensure it operates within the financial regulations of the county council and complies with Financial Management Standards of Schools.

This committee reports back to the FGB any decisions made in accordance with the powers delegated by the FGB.

A budget position statement including transfer of funds within the budget, and report significant variations, making recommendations where necessary. (each meeting)

The committee will monitor expenditure of all voluntary funds held on behalf of the governing body.

A draft of the first formal budget plan for the financial year, taking into account the priorities in the SDP (spring)

Decisions are made in respect of the service level agreements, ensuring that the principles of Best Value are applied to all services purchased (spring)

The committee will determine whether sufficient funds are available for the headteacher's increments, taking into consideration the recommendations of the headteacher's

performance pay review committee (spring).

The final new year budget will be presented to FGB (summer)

Ensure voluntary funds are audited (summer)

A completed internal/external audit report outlining recommendations, then taking appropriate action and informing FBG.

PERSONNEL

Ensure that all staff are aware of the grievance, discipline and whistle-blowing procedures (on going)

The committee is to agree the staff pay policy and appraisal process including objective setting.

Consider progress on personnel-related aspects of the SDP, including staffing structure.

Staffing needs and budget implications for the next academic year (spring)

A review staffing structure will take place annually or when a vacancy occurs, bearing in mind the needs of the school and SDP.

Work with the headteacher through the process of appointing staff.

PREMISES (health and safety)

A summary report of inspections will be produced (1/2 termly)

Look at any recommendations on premises-related expenditure for inclusion in the next years budget.

SUMMER TERM

Consider progress against SDP

Undertake self-review for the year to assess whether priorities have been achieved.

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**Review of policies
(Policies can be found on SLP)**

Please refer to The Policy Review Schedule for all statutory and non-statutory policies and documents to be reviewed at the Business Committee

This document was reviewed by the committee on.....

and approved by the FGB on.....