



DE LA SALLE GOVERNORS' BUSINESS COMMITTEE TERMS OF REFERENCE

Take care that your school runs well. (Letter 42)

1 **Members**

Headteacher	S Jameson
S Bird	T Sims
MT Brown	

2 **Membership**

- 2.1 The committee shall consist of not less than four Governors plus the Headteacher.
- 2.2 The committee shall have such co-opted non-voting members as is thought appropriate.

3 **Election of Chair and Vice Chair**

The committee shall elect a chair and vice chair at its first meeting of the academic year.

4 **Quorum**

The quorum shall be three governors

5 **Meetings**

The committee shall meet at least 4 times a year.

6 **Minutes**

The minutes shall be taken by the Clerk to the Governing Body or an appropriate alternative.

7 **Review of Terms of Reference**

The Terms of Reference shall be reviewed annually by the full Governing Body.

8 **Terms of Reference**

8.1 Policy and Procedure

- 8.1.1 Seek assurance from the school leadership that the full Governing Body (FGB) has all necessary Finance and Premises related policies to meet statutory and local requirements.
- 8.1.2 Where delegation has been agreed by the FGB, approve and review the effectiveness of statutory policies, plans and procedures relating to Finance and Premises related matters:
 - Financial Regulations and Procedures
 - Charging and Remissions Policy
 - Health and Safety Policy and Risk Assessments
 - Premises Management and Statutory Compliance
- 8.1.3 Where delegation has been agreed by the FGB, approve and review the effectiveness of non-statutory policies, plans and procedures relating to Finance and Premises related matters:
 - Anti-Fraud, Bribery and Corruption Policy
 - Asset Management Plan
 - Lettings Procedures
 - School Financial Value Standard
- 8.1.4 Where requested by the FGB, recommend for approval following consideration of the effectiveness, Finance and Premises related Local Authority policies.

- 8.1.5 Review annually the Internal Financial Regulations and Financial Procedures Manual of the school and recommend them for approval by the FGB.
- 8.1.6 Make recommendations to the FGB on appropriate levels of delegation to be included in the Internal Financial Regulations for the Headteacher and the Business Committee.
- 8.2 Strategic Financial Planning
- 8.2.1 Approve and adopt a three year budget plan taking into account the agreed priorities of the School Improvement Plan and Asset Management Plan.
- 8.2.2 Approve and adopt detailed annual revenue and capital budget plans taking into account the agreed priorities of the School Improvement Plan and Asset Management Plan for recommendation to the FGB.
- 8.2.3 Seek assurance annually from the school leadership that the school continues to meet the School Financial Value Standards.
- 8.3 Financial Monitoring
- 8.3.1 Monitor termly the revenue budget position statement against the annual budget plan and report the situation to the FGB.
- 8.3.2 Monitor at least annually the capital budget position statement and report the situation to the FGB.
- 8.3.3 Subject to agreed levels of delegation set out in the Internal Financial Regulations, approve any budgetary adjustments that will from time to time be necessary in response to the evolving needs of the school.
- 8.3.4 Make recommendations to the FGB on the appropriateness, or otherwise, of virements to be made outside of the Committee's delegated powers.
- 8.3.5 Subject to agreed levels of delegation set out in the Internal Financial Regulations, award tenders completed by/on behalf of the school.
- 8.3.6 Make recommendations to the FGB on the appropriateness, or otherwise, of tenders to be awarded outside of the Committee's delegated powers.
- 8.3.7 Approve after due consideration of costs and quality issues, the continuation (or cessation) of contracts, including Local Authority sourced services.
- 8.3.8 Review appropriate financial benchmarking data, in order to compare the school's financial performance with similar schools.
- 8.4 Non-public Funds
- 8.4.1 Approve appropriate arrangements for an independent examination of non-public funds.
- 8.4.2 Receive and respond to the report from the independent examination of the annual accounts.
- 8.4.3 Approve annual accounts of non-public funds and present to the FGB for approval.
- 8.5 Premises and Health and Safety
- 8.5.1 Seek assurance from the school leadership that the school meets all statutory and local requirements for health and safety.

- 8.5.2 Taking account of the Asset Management Plan and any guidance provided by the Local Authority, approve priorities for capital expenditure which will ensure the safety and security of the premises as far as is reasonably practicable so to do, that the building is fit for the education of students and to the provision of a supportive workplace for staff.
- 8.5.3 Taking account of the Asset Management Plan and any guidance provided by the Local Authority, approve a rolling programme of repairs and maintenance that fall within the responsibility of the school.
- 8.5.4 Together with other appropriate committees of the Governing Body, seek assurance from the school leadership that the school meets the requirements of students with Special Educational Needs and Disability.
- 8.5.5 Consider the findings of regular site inspections and seek assurance from the school leadership that any required remedial action is taken in an efficient and effective manner.
- 8.5.6 Consider the annual analysis of accidents and incidents and seek assurance from the school leadership that procedures and practices have been amended in response to reactive monitoring.