

**CHOWBENT PRIMARY SCHOOL
GOVERNING BOARD
2024-2025 TERMS OF REFERENCE**

Business & Finance Committee	
Members	The Committee shall comprise of a minimum of four Governors.
Associate Members	The members will not have a vote.
Quorum	The Quorum for the Committee shall be four Governors.
Meetings	The Committee will meet termly and more often if required.
Delegation	This Committee has Delegated Powers.
Committee Chair	Elected by the Committee
Clerk to the Committee	Arranged by the Governing Board.
Minutes	Approved by the Governing Board at its next meeting
Reporting arrangements	Committee minutes will be received by the Governing Board.

Members of the committee 2024 - 2025	
Mrs Susan Heapy	
Mr James Randle	
Mr Chris Robinson (PE & Sports funding and other grant income Gov)	
Mrs Vicki Wright (H&S Governor)	
Mrs Holly Dunsby-Hughes (Safeguarding, Equality Gov) – term ended	
Miss Ruth Blakemore (SEND & Bullying Gov)	
Mrs Jill Coles – Ex-officio	
Rev Lynne Readett	
Mr Russell Kelly	
Mrs C Taylor Assistant Head & Mrs C Ball – Observers	
Date terms of reference approved	12/11/24

Administrative Responsibilities	
<ul style="list-style-type: none"> • Ensure there are effective clerking arrangements for the Committee. • Ensure that the Committee receives relevant, accurate, timely, user friendly reports on agenda items seven days prior to the meeting. • Ensure decisions, including any changes are clearly minuted. • Ensure that declarations of pecuniary interest are recorded at each meeting. • Ensure that Governors, particularly Committee members, receive appropriate training. 	

FINANCIAL PLANNING		Term
1.	Approve the Scheme of Financial Administration (SOFA) and review the levels of financial delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff for ratification by the Full Governing Board.	Autumn
2.	To receive financial benchmarking report and consider recommendations	Spring
3.	To consider and approve the school's budget for submission to the	Spring

	Local Authority each year; and ensure it is presented to Governors at the next Full Governing Board meeting.	
4.	To establish and maintain a three-year financial plan, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.	Spring
5.	To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher and any professional development costs that are required.	Spring
6.	To annually review and approve Service Level Agreements (strategic SLA's)	Spring

FINANCIAL MONITORING

7.	To receive a progress report on the current budget and monitor income and expenditure of all delegated and devolved funds against the annual budget plan. Monthly on governor HUB.	Every term
8.	To receive and review the LA quarterly budget monitoring reports from senior leadership and alert the Full Governing Board of potential problems or significant anomalies at the earliest opportunity.	Every term
9.	Subject to the levels of financial delegation, to receive, review and approve virements and write offs that will from time to time be necessary in response to the evolving requirements of the school.	Every term
10.	To receive a report on outstanding debts and to consider actions	Every term
11.	To annually review and update, the Schools Financial Value Standard (for approval by the Full Governing Board) and ensure that any remedial action identified as part of the SFVS is undertaken.	Spring
12.	To annually complete the financial management skills analysis matrix (included in the SFVS) and arrange training as and when required.	Autumn
13.	To monitor remedial actions identified in the SFVS.	Summer
14.	To receive and act upon any issues identified by the Local Authority audit.	As required
15.	To approve and monitor the implementation of the following policies: <ul style="list-style-type: none"> • Charging Policy (annual) • Remissions Policy (annual) • Contingence and Business Continuity Plan (annual) • Anti-Fraud, Bribery and Corruption Policy (3 years) 	As per policy schedule
16.	To receive the Pupil Premium Strategy	Autumn
17.	To monitor the impact of the Pupil Premium strategy including spending analysis	Spring and Summer
18.	To review the use of Sports Premium Funding and to monitor the impact on children and young people (Primary only)	Every term
19.	To receive notification of suppliers	Spring

GDPR

20.	To ensure compliancy under GDPR and to monitor breaches of data	As required
21.	To receive the Data Protection Officer report and monitor issues arising from this	Autumn Term

PREMISES AND HEALTH AND SAFETY

22.	To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.	Autumn

23.	To monitor any remedial actions identified in the annual inspection of the premises and grounds	Spring and Summer
24.	To ensure that professional surveys and emergency work is carried out as necessary. <i>The Head teacher is authorised to commit expenditure without prior approval of the committee in any emergency where delay could result in further damage or present a risk to the health and safety of pupils or staff. In this event the Head teacher would normally be expected to consult the committee chair at the earliest opportunity.</i>	As required
25.	To ensure that the governing board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.	As required
26.	To receive an annual report on and ensure that delegated funds in respect of Devolved Formula Capital Spending are appropriately utilised and ensure value for money.	Autumn
27.	To approve the Health and Safety Policy including risk assessments (annually)	Autumn
28.	To receive a report from the Health and Safety Governor	As required

STAFFING

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29.	To approve the school staffing structure annually for the fulfilment of the school's development plan and the effective operation of the school.	Summer
30.	To receive a termly report on staffing matters including staffing levels and sickness absence information including the number of Leave of Absence requests	Every term
31.	To consider staff well-being including a satisfactory work-life balance for leaders and teachers is achieved and to ensure steps are taken to reduce unnecessary workload	Every term
32.	To ensure leaders and governors consider engagement with staff and ensure there is opportunity for feedback from these stakeholders	As required
33.	To approve following statutory policies in the School Employment Handbook: <ul style="list-style-type: none"> • Appraisal Policy and Capability Procedures • Procedures for dealing with allegations of abuse against staff 	As required
34.	To review and monitor all other staffing related policies	As required
35.	To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.	As required
36.	To ensure that at least one member of a recruitment panel has completed Safer Recruitment Training (training to be updated every 3 years).	As required
37.	To ensure that there is a Designated Safeguarding Lead who is appropriately trained.	As required
38.	To ensure the suitability of all adults working with children and young people on the premises at all times (including contractors, visitors and external groups as reflected in the Lettings Policy).	As required
39.	To ensure the SENCO is a qualified teacher working at the school. A newly appointed SENCO who has not previously been the SENCO at that or any other relevant school for a total period of more than twelve months must achieve the National Award in SEN Co-ordination within three years of appointment	As required
40.	To ensure that all Staff and Governors undertake the appropriate level of Safeguarding and Child Protection awareness training.	As required
41.	To ensure that all staff and Governors undertake the appropriate level of	As required

training for The Prevent Duty and Channel.	
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APPOINTMENTS TO POSTS OTHER THAN HEAD AND DEPUTY/ASSISTANT HEAD

Members of the Committee will participate in the appointment of staff in accordance with the delegation grid below.

Level of Post	Head teacher	Governor involvement	Others who may be involved
Leadership Team incl SBM	YES	At least one Governor	As directed by the Head teacher
Main Scale Teachers	YES	At the discretion of the Governing Board	As directed by the Head teacher
Classroom support staff	YES	At the discretion of the Governing Board	As directed by the Head teacher
Administrative Staff	YES		As directed by the Head teacher
Cleaning and maintenance staff	YES		As directed by the Head teacher

APPLICATION OF PROCEDURES THAT COULD RESULT IN DISMISSAL

To make decisions that could result in dismissal:	Initial Decision to be taken by the Headteacher	Initial Decision to be taken by Ad hoc committee of the Governing Board
Consider redundancy of an employee		✓
Termination of employment of an employee on the grounds of performance capability		✓
Termination of employment of an employee on the grounds of ill health		✓
Disciplinary sanctions, or dismissal of an employee		✓

TO MAKE DECISIONS RELATING TO:

Staff grievances not involving Headteacher	✓	
Staff grievances involving the Headteacher		✓
To hear appeals regarding Leave of Absence requests		✓
To hear appeals regarding requests for variation to contracts		✓

POLICIES AND PROCEDURES DELEGATED TO THIS COMMITTEE FOR APPROVAL**STATUTORY POLICIES**

Charging & Remissions Policy – 07/11/23

Appraisal and Capability of Staff – Annual – 07/11/23

Statement of Procedures for Dealing with Allegations of Abuse Against Staff – Annual – 07/11/23

Health and Safety – 07/11/23 - Annual

Compliments & Complaints – 07/11/23 – Annual

POLICIES AND PROCEDURES LISTED IN THE SOFA

Write-off – SOFA – 07/11/23

Procedures for the Receipt, Opening and Acceptance of Tenders and Quotations – SOFA – 07/11/23

Lettings – SOFA - 07/11/23

Debt Management – SOFA – 07/11/23

Register of Key Holders – SOFA – 07/11/23

List of Authorised Signatories – SOFA – 14/07/23

POLICIES REQUIRED BY INTERNAL AUDIT

Confidential Waste – 07/11/23

Anti-Fraud, Bribery and Corruption – 07/11/23 – Next Due Nov 2026

School Emergency and Business Continuity Plan – 07/11/23

POLICIES AND PROCEDURES DELEGATED TO THE HEADTEACHER FOR APPROVAL**STATUTORY POLICIES**

Data Protection Privacy Notice – ICO must register annually – Annual – 07/11/23

Protection of Pupils' Biometric Information – N/A - Annual

Freedom of Information Publication Scheme – 07/11/23

Register of Pupils' Admission to School – live document – Headteacher's Report

Register of Pupils' Attendance – live document – Headteacher's Report

School Website Information Compliance (to ensure updates completed) – Annual Working Party

ECT – Headteacher - Annual

Central Record of Recruitment and Vetting Checks – live document – Safeguarding Governor

First Aid – 07/11/23 - Annual

Premises Management Documents (Risk Assessments) (Awaiting Report Conditions Survey 2023)

Equality Information and Objectives (Public Sector Equality Duty) Statement for Publication – every 4 years

POLICIES REQUIRED BY INTERNAL AUDIT

Register of Gifts and Hospitality – as and when occurs