



Management Committee Terms of Reference

2021-2022

General Terms

- To act on matters delegated by the full Governing Body.
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Meetings

- The Committee will meet once each term. Additional meetings may be held as necessary
- A Chair will be elected at the first meeting in the academic year
- The Clerk will record the minutes. In the clerk's absence another committee member – not the Chair or the Headteacher – will record the minutes
- The minutes of the previous meeting will be distributed before the meeting, and if agreed as a correct record, signed by the Chair.
- All decisions taken must be determined by a majority vote of committee members present and eligible to vote
- The **Quorum** will be three governor members

Terms of Reference

Finance:

- In consultation with the Headteacher, to review and adopt the first budget plan of the financial year and receive termly budget monitoring reports from the Headteacher
- To report back to each meeting of the full Governing Body and to alert them of potential problems or significant anomalies at an early date.
- To ensure that the budget is consistent with the priorities of the School Improvement Plan and Asset Management Plan
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To make decisions in respect of Service Level Agreements (SLAs).
- To annually review the Charging and Remissions Policy
- To make sure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
- With regard to the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To agree a School Fund Policy and ensure that the School Fund is monitored annually
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit
- To ensure that the school operates within the Financial Regulations of the Local Authority

Premises

- To support the Headteacher and advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the premises and grounds
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Governing Body of the report and agree, with the Headteacher, a proposed order of priorities for maintenance and development
- To ensure that professional surveys and emergency work is arranged as necessary.
- The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff.
- To establish and keep under review an Accessibility Plan
- To review, adopt and monitor a Health and Safety Policy
- To ensure that fire and premises risk assessments are monitored annually, with security, asbestos and legionella reviewed as necessary

Personnel

- To ensure that the school is staffed sufficiently for its effective operation
- To ensure that staffing procedures, including staff recruitment, follow equalities legislation and conform with safer recruitment practice
- To review and monitor the operation of a Performance Management Policy for all staff
- To agree, with the Headteacher, a Pay Policy for all categories of staff and be responsible for the administration and review of the policy
- To establish the annual salary budgets and other costs relating to personnel, eg: training.
- To annually review and monitor procedures for dealing with staff discipline and grievances and make recommendations, if necessary, to the Governing Body for approval. All staff should be informed of the procedures
- To oversee any process leading to staff reductions

Adopted: December 2nd 2021

Review: Annual