

Biddenham International School & Sports College

Governors' Business & Welfare Committee

Terms of Reference 2023/24

Membership

The Committee shall consist of at least five Governors plus the principal.

The Chair may not be an employee of the school.

The Committee may invite other members it considers appropriate.

Quorum

The quorum shall be three governors. The Committee shall not meet without the principal being present (or a nominated substitute).

Meetings

The Committee shall meet at least termly. Papers must be issued at least 7 days in advance. Urgent papers may be issued up to 1 day in advance with the Chair's agreement. Minutes of each meeting must be presented to the Full Governing Board (FGB).

Terms of Reference

The committee is responsible to the FGB under the following terms of reference:

Financial Policy and Planning

1. To review, recommend to the FGB and monitor the school's Finance Manual which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, principal and other nominated staff. This will include an annual contract review.
2. To review, recommend to the FGB, monitor and oversee the implementation of all additional policies delegated to the committee through the school's policy framework, including a charging and remissions policy.
3. To establish and maintain a three-year financial plan, taking into account the priorities of the School Development Plan, roll projection and signals from central government and the Local Authority regarding future years' budgets, within the constraints of available information.
4. To draft and propose to the FGB for adoption an annual school budget and strategic staffing plan taking into account the priorities of the School Development Plan.
5. To make decisions in respect of service level agreements.
6. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the principal.

Financial Monitoring

7. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan and to monitor cashflow.
8. To receive at least termly budget monitoring reports from the principal.
9. To report back to each meeting of the FGB and to alert them of potential problems or significant anomalies at an early date.
10. To monitor the impact and value for money of pupil premium and any catch up funding.
11. 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.
12. To review and recommend to the FGB the School Financial Value Standard (SFVS).

13. To oversee any remedial action identified as part of the SFVS.
14. To receive and act upon any issues identified by a local authority audit.

Premises

15. To provide support and guidance for the FGB and the principal on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
16. To review, adopt and monitor a Health and Safety policy.
17. To ensure that an annual inspection of the premises and grounds takes place, and a report is received identifying any issues.
18. To inform the FGB of the report and set out a proposed order of priorities for maintenance and development, for the approval of the FGB.
19. To oversee professional surveys and emergency work as necessary.
The principal is authorised to commit expenditure without prior committee approval in any emergency where delay would result in further damage or present a health and safety risk. In this event the principal would be expected to consult the committee chair at the earliest opportunity.
20. To create a project committee where necessary to oversee any major developments.
21. To establish and keep under review an Accessibility Plan and a Building Development Plan.
22. To ensure there is an appointed person in charge of first aid.

Welfare, Safeguarding and SEN

23. To monitor and review safeguarding and child protection policies and reports, including the single central record annual review.
24. To monitor and review student behaviour policies and reports, including exclusions and termly attendance.
25. To monitor and review provision for students with additional needs.

IT

26. To monitor the use of IT. This includes security, safeguarding, investment and value for money, and effectiveness and developments in teaching and learning through the use of technology.

These Terms of Reference have been approved by the Business & Welfare Committee on 12th October 2023.

These Terms of Reference have been reviewed, approved and formally adopted by the Full Governing Board on 29th November 2023.

Signed by Chair of Governors:

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