



***Belonging Believing;
Together Succeeding***

Barrington Church of England Primary School

Terms of Reference

Business Committee

Date Reviewed and Adopted by FGB: 11th October 2021



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Our vision

Our vision as a Church of England primary school, deeply rooted in a strong Christian tradition, is to develop happy, young people with enquiring minds, a lifelong love of learning, respect for themselves, others and the environment so that they will have the skills, resilience and adaptability to thrive in a rapidly changing world.

Terms of Reference & Quorum

The Business Committee replaces all other committees that covered everything that did not involve teaching or curriculum. It will provide guidance and assistance to the head teacher and the full governing body in any matters relating to the governance of the school for everything that does not involve teaching or curriculum. It encompasses but is not limited to Finance, Personnel, Buildings, Health & Safety

At present it has no devolved authorities.

Other members of the governing body may attend meetings of the Business Committee and may contribute to discussions on matters under consideration.

Any member of the full governing body present shall have the right to vote on any resolution placed before the committee.

The number of committee members can vary from academic year to academic year, the number of members needed to constitute a quorum is 50% +1.

Finance

- To oversee financial planning and re-sourcing in the context of the School Development Plan and of the policies and objectives of the school, both long and short term.
- To recommend an annual budget to the governing body for approval, and to submit a balanced budget to the LEA by the dates specified by the Local Authority.
- To monitor spending of official funds against budget during and after the close of the financial year on a regular basis and to report on significant issues to the governing body.
- To recommend virement (i.e. switches between budget headings) and non-budgeted expenditure to the full governing body.

Financial Responsibilities of the Head Teacher

The head teacher is responsible for:

- Day-to-day management of the school's financial affairs and has the power to exercise virement and to make individual non-budgeted expenditure decisions up to the value of 2% of the total annual school funding
- Preparation of the draft annual budget
- Ensuring that a copy of the budget as approved by the governing body is returned to the by the date specified by the Local Authority
- Provision of regular budget monitoring information to the business committee together with a copy of the latest LEA Budgetary Control analysis.
- Ensuring that there are sound systems of internal control, appropriate separation of duties and delegation to other staff in place.



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- For ensuring that, LEA Financial Regulations, Standing Orders for Contracts, Financial Control Standards are complied with.

Personnel

- To provide guidance and assistance to the Head Teacher, staff and governors in carrying out their duties and responsibilities regarding all personnel matters at Barrington School. See Appendix A based on Model Term of Reference 256 from EPM
- To adopt the legally required policies related to personnel issues for consideration by the full governing body.

Delegated personnel Responsibilities of the Head Teacher

- All matters relating to the day to day selection, management and supervision (and dismissal) of the staff employed at the school.

Buildings, Health and Safety

- To advise the school and the governing body on health and safety issues for children, staff, parents and carers, and visitors at the school and those involved in official activities off-site.
- To monitor the implementation of health and safety legislation within the school.
- To advise on school security.
- To undertake regular inspections of the school and site with respect to health and safety matters and security, the general state of the school buildings, grounds and other equipment. A written report; in the inspections to be presented to the head teacher and the chair of the governing body.

General

To regularly review and revise relevant school policies and other documentation as appropriate.



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Appendix A: TERMS OF REFERENCE for Personnel Matters

The Business Committee will have delegated powers from the governing body to:

- a) draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory requirements, national and local guidance and/or agreements made between the LA, the governing body, the staff and their unions/professional associations),
- b) implement this policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the governing body following advice from the finance committee,
- c) draft and recommend for adoption a strategic staffing plan and recommend to the finance committee the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET developments,
- d) establish and regularly review personnel policies and procedures and ensure familiarisation with DfES guidance , in particular in relation to the following:
(Model policies can be found in the members section of www.epm.co.uk in Documents under the relevant letter coding)
 - A Employment Policy
 - B Staff Recruitment and Selection
Induction
 - C Redundancy
 - D Disciplinary Procedures Conduct and
Capability
Disciplinary Rules
Staff Code of Conduct
Bullying and Harassment
 - E Grievance Procedure
 - F Whole school pay policy
 - H Health, Safety and Well Being
 - J Performance Management
 - K Personal Information
 - L Equality and Diversity and Gender Equality
 - N Sickness Absence
Special Leave of Absence
 - O Whistleblowing
Physical intervention
- e) report to the governing body on all staff matters which relate to conditions of service.
- f) advise the governing body on all current personnel developments which may affect the school's pay policy or budget.



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- g) determine and monitor the appointments procedure on behalf of the governing body.
- h) set and monitor a training strategy each year to ensure that adequate staff training and governor training is taking place.
- i) ensure that governors on the personnel committee and other committees which have personnel responsibilities are aware of and understand those responsibilities.
- j) ensure that all staff have an effective induction programme and compliance with the induction requirements for newly qualified teachers.
- k) comply with the performance management regulations for teachers.
- l) ensure compliance with statutory requirements for "Safeguarding Children and Safer Recruitment in Education".
- m) form a salary appeals committee when required