

Upton-upon-Severn C of E Primary School

Business Committee Terms of Reference 2019 – 2020

Finance

- Ensure that the committee operates within the recommended financial regulations and guidance
- Develop and endorse in conjunction with the Head and approved external support, the school's operational budget, including revenue, income and DFC, and monitor spending
- Consider a budget position statement including virement decisions at least termly and report significant anomalies
- Monitor expenditure of all voluntary funds kept on behalf of the GB
- Make decisions in respect of service agreements
- Ensure that priorities in the school development plan are appropriately costed
- Develop monitor and review annually the schools financial value standard (SFVS) to include risk assessment and benchmarking and develop an action plan accordingly
- Make decisions on expenditure following recommendations from other committees
- Draft and keep under review the staffing structure, in consultation with the Headteacher and school improvement committee, with a view to maintaining financial viability
- Review and monitor the budget implications of the SDP
- Review and monitor Riverboats financial activity
- Consider the future viability of HUET membership

Health and safety

- Ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- Advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- Oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to GB policy

Premises maintenance and development

- Oversee arrangements for repairs and maintenance
- In consultation with the Headteacher, oversee premises-related funding bids
- Establish and keep under review an asset management plan

General

- Report back to the governing body

Policies

- To maintain, review, amend and test under delegated powers/individual responsibilities for ratification by FGB
- Governors agreed to adopt all policies as updated by an external company until reviewed by the GB

Members of the Committee

Name	Governor/ Associate Member	Voting rights	Date appointed to committee
Caroline Forester-Smith	Governor	Yes	12.9.19
Julie Wills	Governor/Head	Yes	12.9.19
Rebecca Maund	Governor	Yes	12.9.19
Ben Rigby	Governor	Yes	12.9.19
Alex Longhi	Governor	Yes	12.9.19

Disqualification: any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Chair of the committee	Ben Rigby
Vice-Chair of the committee	Alex Longhi
Clerk to the committee	Sara Marklew
Quorum (minimum of 3 full governors, committee can determine a higher number)	3
Date committee established	12.9.19
Date terms of reference agreed by GB	5.12.19
Date of next review by GB	Autumn 2020

Committee Chair.....

Date.....

GB Chair.....

Date.....