



Thrapston Primary School

The Business Management Committee

Terms of Reference

Membership	The committee shall consist of the headteacher, the chair of governors and four other governors. With the agreement of the committee, additional governors may also attend meetings as associate members without voting rights. The school business manager shall attend meetings in the capacity of associate governor.
Chair	The chair will be appointed by the committee annually.
Clerk	Minutes will be produced by the Clerk to the Governors and circulated to the governing body, for agreement at the next full meeting
Quorum	Any three members not disqualified by having an interest requiring them to withdraw.
Meetings	The committee will meet once per term (six times per school year). An agenda will be agreed by the headteacher and the committee chair and circulated seven days prior to the meetings

Purpose

To provide governor oversight over financial and strategic business management issues, ensuring that:

- Appropriate corporate governance standards are maintained in the areas within the Committee's remit
- The school continuously improves across all areas of the Committee's remit, ensuring that business management decisions support better outcomes for the school's pupils
- The full range of school activities delivers value for money.

Scope of the Committee's activity

1. Financial management and business planning
 - To oversee long term financial planning, anticipating and managing future financial risks and opportunities to keep the school on a sound financial footing
 - To provide oversight to annual planning processes, ensuring that school funds are appropriately allocated in support of School Improvement Plan objectives and represent value for money
 - To monitor financial spending in-year, ensuring that action is taken where required to land spending within budget and evaluating continuing alignment between actual spending and plan
 - To ensure that appropriate financial processes and controls are in place to safeguard the appropriate use of funds
 - To ensure that appropriate financial audit activity is undertaken, and that corrective action is taken in response to audit findings



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2. Performance management
 - To maintain and approve policies governing performance management and pay arrangements for staff
 - To ensure that performance management policies and processes are effectively and rigorously applied within the school
 - To approve performance-related pay changes for staff other than the Headteacher
3. Health and safety
 - To ensure that the school complies with all relevant Health & Safety regulations, and to support the Headteacher in maintaining a safe environment for pupil's, staff, parents and visitors
 - To monitor the effectiveness of the school's Health & Safety arrangements, make periodic inspection of the buildings, plant and equipment and report annually to the governing body
4. Organisational strategy and structures
 - To develop and evaluate options for organisational strategy and direction, and to make recommendations to the Full Governing Body
 - To provide oversight to the school's organisational and management structures, ensuring that they are fit for purpose
 - To provide oversight to aspects of the School Improvement Plan relating to the Committee's remit
5. Commercial relationships and school income
 - To prepare the income and charging policies for the approval of the governing body and monitor their implementation
 - To identify and pursue new opportunities to strengthen the school's financial position by forming commercial partnerships, pursuing sponsorship opportunities, or opening other revenue streams
 - To oversee the competition, preparation and implementation of contracts with commercial partners where the cost exceeds £2000, and to provide oversight to those ongoing commercial relationships to ensure that they (a) remain fit for purpose, (b) deliver the contracted services to appropriate standards, and (c) continue to represent value for money over time
6. Premises and asset management
 - To ensure that premises and grounds are maintained in a good condition
 - To identify and pursue opportunities to pursue improvements to the physical environment of the school, within the constraints of approved budgets
 - To ensure that appropriate controls are in place to protect the school's assets
 - To identify future funding needs to improve school premises and other assets, for consideration as part of business planning processes
 - To approve the cost and arrangements for maintenance, repair and redecoration within the budget allocation



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- To evaluate opportunities for further development of the school premises, and to make recommendations to the Full Governing Body
7. Other issues as delegated ad hoc from the Full Governing Body

In all matters within the Committee's remit, the Business Management Committee will liaise and consult with other committees as appropriate. The Committee may delegate specific issues to individual members or groups of members to take forward, but decisions on those matters must be brought to the Business Management Committee.

The Committee will aim to use meetings as decision making opportunities, with background work carried out in advance of the meeting and presented in structured papers to support effective decision making.

Agreed by governing body (date).....Chair.....