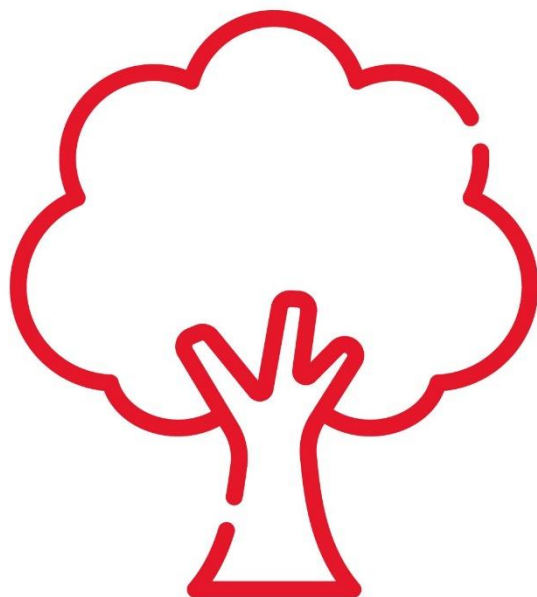


Leadership & Management

TERMS OF REFERENCE



**Robert
Bakewell**
Primary School

Updated: 12th September 2022

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Summary

- Ensuring clarity of vision, ethos and strategic direction regarding the Leadership & Management standards at Robert Bakewell Primary School.
- Holding the Headteacher to account for the Leadership & Management of the school including it's finances, staffing, and premises, in order that high quality teaching and learning is provided.

Objectives.

- Witness financial probity in place
- See that the school is in a good state of repair.
- Ensure solid Leadership & Management is being demonstrated.
- Ensure all necessary policies are fit for purpose and remain current.

Scope Inclusions

Premises & Assets, Finance, Management - The committee should consider its role as high level strategic with the ability to challenge, plan and help create efficiencies. With the ability to endorse polices and debate contacts and services

Scope Exclusions

The committee is not expected to "do" any maintenance. It does not have the ability to dictate or publish any polices. It is not empowered to directly interfere with the finances nor is it appropriate for the committee to use its status within the school to influence of give opinion on teaching and staff management outside of the link governor role.

Execution

Reporting

To meet once a term – formally, and to report findings to the Full Governing Body. A separate finance monitoring meeting will be held termly to ensure financial probity when needed. Relevant Link Governors to report once a term into the Committee

Management

Quorum of three Governors. The Committee should not meet without the Headteacher or their representative. Key priority Link Governors should not be members of staff. Headteacher to provide headline Financial / Policy / Performance data for each meeting

Approval & Sign Off

Chairperson to sign-off policies/documentation once a majority decision has been achieved from other Committee members

Committee Membership

Membership:	Andrew Reed, Donna Sherratt, Amita Mistry, Angela McLeod
Quorum:	3 governors.
Frequency of Meetings:	Once-a-term.
Chair of Committee:	Andrew Reed
Clerk:	Cath Watson

Link Governor Roles (linked to 3 year school strategy)

Name	Role	Leadership link
Donna Sherratt	Safeguarding	Tessa Best
Andrew Reed	Progress Review Meetings (Ofsted ready)	Jon Bishop
Andy Pask	WE LEARN (curriculum) <ul style="list-style-type: none"> Quality of Education (Intent, Implementation) Sports Premium 	Mark Hibbert
Anne Marie	WE CARE (inclusion) <ul style="list-style-type: none"> SEND Pupil Premium Welfare 	Ruby Kabir
Angela McLeod	WE ACHIEVE (impact) <ul style="list-style-type: none"> Statutory Data Secondary Ready Quality of Education (Impact) 	Jon Bishop / Katie Dixon
Ellen Lockwood	TOGETHER (community) <ul style="list-style-type: none"> OOSHL Trips, Residential British values, Racism, Bullying 	Katie Hayden / Sital Odedra
Amita Mistry & Jade Hall	Training and Development	

SPECIFIC Terms of Reference.

Staffing:

- Undertake the annual review of the staffing structure.
- Governors to undertake appropriate training in relation to safer recruitment.
- Monitor the pupil numbers and the impact on the budget and staffing requirements.
- Form a Staff Dismissal Appeal Committee, if required.
- Consider the development of Out of School hours learning.
- Consider the development of Extended Services.
- Contribute to the relevant section of the SEF, or self evaluation document in use.
- Participate in the recruitment of staff, where appropriate.
- Implement the necessary procedures in relation to staffing issues such as staff conduct, disciplinary letters and redundancy situations.
- Undertake any formal consultation on staff matters.
- Participate, if required, in appointments of teaching and non-teaching staff (selection panel)
- Establish disciplinary/capability procedures,
- Annually determine staff complement after 31st May but before 30th June.
- Ensure professional development provision in line with SEF.
- Establish and evaluate the performance management policy,

Finance:

- Agreement of the school budget.
- Two named governors to undertake the annual Performance Management of the Headteacher during the autumn term, alongside LA representative.
- Determine and review financial policy statements including lettings, expenses for governors and compliance with the Schools Resource Management – self assessment
- Agree the level of delegation to the headteacher for the day to day management of the school.
- Receive the audited school fund accounts.
- Contribute to the self review mechanism.
- Adhere to the remit of the Finance Committee as laid down in the “Finance Policy and Procedures” document.
- Chair of Leadership and Management Committee has authorisation to grant permission for virement requests from Headteacher.
- Approve the first formal budget plan each financial year.
- Monitor expenditure.
- Establish a charging and remissions policy.
- Enter into contracts (Governing Body may wish to agree financial limits).
- Make payments.
- Business Charge Cards – decide proposed card users and monthly limits.
- Agree a pay policy (inc. Pay discretions.)
- Determining dismissal payments/early retirement
- Buildings insurance and personal liability – GB to seek advice

Premises:

- Termly site inspections.
- Review site security at least amending and recommendations to Governing Body.
- Monitoring the contracts/services for cleaning and grounds maintenance and any other site related contracts.
- Ensure school complies with health & safety regulations.
- Contribute to the school's self-evaluation.
- Advise Governing Body on the renewal/commencement of contracts services.
- Ensure regular testing is carried out, e.g. electrical, water.
- Prepare a priority list relating to maintenance, redecoration and adaptations and ensure finance committee is aware of financial implications.
- Review termly and annual monitoring data of health & safety performance, as mentioned in the Health and Safety Policy.
- Buildings insurance and personal liability
- Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements.
- Procuring and maintaining buildings, including developing properly funded maintenance plan.
- Ensure that health and safety regulations are followed.

Financial Remit.

The role of the Leadership and Management Committee is to support the full Governing Body in the consideration of financial, premises and staffing aspects of decision-making and development strategy of the school. However specific mention is made to the finance accountability. As such the Finance Committee responsibilities are as follows:

- To ensure all relevant financial returns are produced for the DfE and other statutory bodies.
- To ensure all accounts for which the Governing Body is responsible are properly audited.
- To be responsible for the preparation of a draft annual or 3 year budget, as required, for the consideration of the full Governing Body.
- To receive regular reports of income and expenditure, monitoring expenditure patterns against budgetary assumptions.
- To ensure accurate records of all financial transactions are kept in a manner allowing probity.
- To ensure that all expenditure is authorised in accordance with established procedures.
- To arrange the proper management and maintenance of the school's assets.
- To advise on investments of surplus funds ensuring interest earnings are maximised without risk.
- To review tenders, service level agreements and contracts.
- To approve quotations for goods or work to be carried out on behalf of the Governing Body in accordance with established procedures.
- To make proposals for an appropriate pay policy ensuring the proper treatment of statutory deductions and payments.
- Ensure the Headteacher has reviewed annually the salaries of the main school managers and has ensured performance has been measured accordingly.
- Review, annually, the salaries of support staff using relevant pay scales and recommendations.

- Review, annually, the school's insurance cover and ensure any new conditions or assets are covered.
- Review, annually, the finance policy of the school ensuring it remains in line with the guidelines of the Council and DfE.
- Review, annually, the upper financial limits for expenditure and virements for the Headteacher and Finance Committee. As stated in the finance policy.
- To ensure that all funds receivable via the Secretary of State are used only as described.
- To prepare and approve the annual budgets for expenditure in the forthcoming financial year.
- To keep under review the schools' actual financial performance compared with the budgeted performance and to take remedial action as necessary. Such action to be reported to the Governing Body. In all cases liaison must be maintained with the appropriate committees.
- To make decisions as to spending within the delegated powers given to it.
- To advise the Governing Body on the appropriateness or otherwise of spending requests outside the delegated powers given to it.
- To agree and determine charges for the letting of the school premises including the grounds.
- To make decisions and determine charges for the letting of the school premises including the grounds.
- To make decisions as to virements within agreed budgets and in accordance with Financial Regulations, within the delegated powers given to it as stated.
- To advise the Governing Body on the appropriateness or otherwise of virement requests outside the delegated powers given to it as stated.
- To monitor all spending in the school. Such monitoring will require full liaison with the appropriate committees.
- To receive reports from the Responsible Officer.
- To decide any matter which arises that does not fall within the remit of any other committee.
- To be responsible for Internal Audit or External Audit Matters, eg receipt of audit reports, monitoring of action plans.
- To be responsible for Risk Management/Risk Register.
- To be responsible for the investment policy (if any).
- To be responsible for Fixed Assets.