

HOLLAND PARK SCHOOL

GOVERNING BOARD

COMMITTEE TERMS OF REFERENCE

2020-2021

1. Membership:

The committee will consist of four governors, of whom one is the Academy Head. The committee will be advised by the relevant members of the Leadership Team and for relevant items by the Chief Finance Officer and the Director of Resources.

2. Meetings:

The committee will meet twice in the Autumn Term and once in the Spring and Summer Terms, and otherwise as necessary. The agenda will be sent to members at least seven working days in advance of the meeting. Draft minutes will be agreed by the Chair of the Committee before presentation to the Governing Body.

3. Quorum:

Three members including the Academy Head or his nominee.

4. Terms of Reference:

4.1 Financial standards:

The committee's duties are:

- a) To ensure that the Trust's funds are only used in accordance with the law, the school's Funding Agreement and conditions attached to funding received by the ESFA or other sources.
- b) To ensure that the school adheres to the policies and procedures as specified by the DFE and schools' financial policies.
- c) To promote a climate of financial discipline and control to help ensure the highest standards of probity and efficiency whilst maintaining a commitment to excellence of delivery and style.
- d) To ensure that the school has secured value for money by giving consideration to economy, efficiency and effectiveness.
- e) To review and submit the School Resource Management self-assessment tool (SRMSAT) annually during the Autumn term (signed off by the Chair of Trustees)
- f) To review appropriate financial benchmarking data, in order to compare the school's financial performance with other similar schools.
- g) As part of the budget preparation process, to:
 - i) assess the school's financial needs and priorities by reference to the School Improvement Plan (SIP) and any development or capital projects; and

- ii) ensure that the proposed budget and cash flow forecast is realistic and that financial decisions are prudent and sustainable.
- h) To monitor the school's actual monthly income and expenditure against the approved budget and cash flow by reference to the school's monthly management accounts.
 - i) To understand the cause of variance in the budget and income and expenditure and, in circumstances where the committee believes it is appropriate, report such variance to the governing body and recommend remedial action.
 - j) To make decisions on virements within agreed budgets, within the Committee's delegated powers, and authorise any budgetary adjustments.
 - k) To review annually the school's financial regulations and scheme of delegation.
 - l) To ensure that the Register of Business interests is kept up to date.
 - m) To review annually all ongoing financial contracts, including any service level agreements.
 - n) To review the risk register regularly, the Board retaining ultimate oversight and reviewing the risk register itself at least annually
 - o) To ensure value for money is the principle to all financial decisions.

4.2 Financial Controls: The internal audit process

The committee's duties are:

- a) To ensure that the school has in place appropriate and effective internal financial controls.
- b) To ensure that all financial controls are adhered to via regular testing and management checks in order to protect against fraudulent or improper use of public money and assets and enable satisfactory completion of the Statement of Internal Control (SIC).

4.3 Financial Controls: The external audit process

The committee's duties are:

- a) To draft the annual governance report.
- b) To ensure that the auditors are accorded full co-operation.
- c) To receive, consider and comment on the content of any audit report relating to ESFA funding, and to monitor the implementation of any agreed action plan.
- d) To receive and approve the annual audited accounts.
- e) To review annually the performance and appointment of the auditor and to make recommendations for appointment to the governing body.

4.4 Reporting to the Governing Body:

The committee's duties are:

- a) To recommend to the governing body approval of a balanced financial budget and cash flow forecast for each financial year and to ensure that an approved financial budget and cash flow forecast is submitted to the ESFA by the date notified.
- b) To notify the governing body and the ESFA of any significant changes to the approved financial budget that occurs with a financial year.

4.5 Resources:

The committee's duties are:

- a) To understand the varying needs of the estate, its complexity, demands and capacity to respond to need.
- b) To consider and approve a costed estate plan.
- c) To consider and approve the school's community cost plan.
- d) To receive a termly Health and Safety report and to ensure that all required standards of Health and Safety are in line with current legislation and Health and Safety Executive guidelines are being observed and adhered to. This is to include all emergency and fire evacuation procedures.
- e) To ensure that all damage/defects observed during Health and Safety inspections are recorded and, having determined areas of liability, initiate procedures for prompt correction or repair.
- f) To receive reports on the standards of cleaning and hygiene both general and catering in the school buildings.
- g) To ensure that all services such as water, gas and electricity meet current regulations and are regularly inspected and maintained.
- h) To consider the accident report termly.

GOVERNORS' TERMS OF REFERENCE | **ADMISSIONS**

1. Membership:

The committee will consist of a minimum of two governors, of whom one is the Academy Head. The committee will be advised by the relevant members of the Leadership Team and, for relevant items, by the Registrar.

2. Meetings:

The committee will meet as necessary. The agenda will be sent to members at least seven working days in advance of the meeting. Notes will be kept and submitted to the Clerk for retention.

3. Quorum:

Two members including the Academy Head or his nominee.

4. Terms of Reference:

- 4.1 To review annually the school's admission policy and comply with the statutory and local requirements in relation to consultation.
- 4.2 To ensure that the Governing Body determine the school's admission criteria annually during the autumn term and consult in line with statutory regulation.
- 4.3 To ensure that in-year admissions are admitted in accordance with the school's admissions criteria. The Academy Head will have delegated authority to oversee the management of this on a daily basis.
- 4.4 To consider any in-year applications, which the Academy Head cannot determine in accordance with the school's admission policy
- 4.5 To ensure that all parents are informed of their right of appeal where a request for admission to the school has been refused.

To prepare the school's 'case for the prejudice' where appeals arise.

GOVERNORS' TERMS OF REFERENCE | PERSONNEL COMMITTEE

1. Membership:

The committee will consist of a minimum of four governors, of whom one is the Head. The committee will be advised by relevant members of the Leadership Team.

2. Meetings:

The committee will meet once a term and otherwise as necessary. The agenda will be sent to members at least seven working days in advance of the meeting. Draft minutes will be agreed by the Chair of the Committee before presentation to the Governing Body.

3. Quorum:

Three members including the Head or his nominee.

4. Terms of Reference:

- 4.1 To ensure that the Leadership Team make staffing arrangements for teachers and support staff which are compliant with legislation, as enshrined in the Pay and Appointments Policy and which meet the needs of the School Improvement Plan.
- 4.2 To ensure that the school's teaching and support staff structure is responsive to needs.
- 4.3 To ensure that the arrangements for performance management and capability, enshrined in the policy, for all teachers and support staff are in place and fully active.
- 4.4 To review and ratify recommendations for salary progression for staff remunerated below £100K pa.
- 4.5 To implement, operate and review as necessary the school's Pay and Appointments Policy.
- 4.6 To ensure that all staff possess contracts.
- 4.7 To consider national conditions of service and employment issues.
- 4.8 To receive reports from the Leadership Team on the progress of colleagues' performance management and particularly their capacity to meet the necessary standards.

- 4.9 To assist the Head with arrangements for any Deputy Head appointments, being mindful of any relevant outcomes from the performance committee, and in accordance with Pay and Appointments policy.
- 4.10 To ensure that a Staff Planner (or similar) is in place and all staff are informed of the grievance and disciplinary procedures of the School.
- 4.11 To monitor the progress of professional development and ensure that it meets the needs of the school and staff.
- 4.12 To ensure that the policy on staff discipline is reviewed as necessary.
- 4.13 To ensure, through the Academy Head, to the Resources and Audit committee, that any staffing arrangements can be financed.
- 4.14 To review the school policies which are relevant to personnel.
- 4.15 To report to the next meeting of the Governing Body.

GOVERNORS' TERMS OF REFERENCE | REMUNERATION COMMITTEE

1. Membership:

The Committee will consist of three governors.

2. Quorum:

Two members.

3. Meetings:

During the Autumn Term, prior to 31st October of the academic year.

4. Terms of Reference

4.1. To review and take account of the performance of all post holders whose salaries are £100K and above per annum.

4.2. To make any decisions about related salary implications.

4.3. To agree objectives for the new academic year and provide any support required including work-life balance.

4.4. To receive the Head's analysis of the Leadership Team's performance against previously agreed objectives.

4.5. To make any suggestions for the Head to consider in relation to the Leadership Team's performance.

4.6. In carrying out the above to have due regard for the pay policy and any wider national context or statutory requirements.

4.7. To undertake financial and performance benchmarking analysis to inform decisions relating to pay.

4.8. To report to the Governing Body.