

## 1. General Terms

- 1.1. The committee is answerable to the Full Governing Body.
- 1.2. The terms of reference for the committee will be reviewed annually in the Summer term and approved by the Full Governing Body.
- 1.3. The committee shall consist of:

<b>Governors</b>	<b>Voting rights</b>
A minimum of two governors appointed by the Full Governing Board	Yes
The Head Teacher	Yes
<b>Other members</b>	
The School Business Manager	No
The Deputy Head Teacher	No
Associate members appointed to the committee by the Full Governing Board as required	Yes

- 1.4. The Committee Chair will be elected by the Full Governing Body in the Summer term.
- 1.5. In the absence of the Chair, the committee shall choose an acting chair for that meeting from among their number.
- 1.6. The Chair of the committee will present reports to the Full Governing Body.
- 1.7. The Chair of the committee will also be the Chair of the Pay Committee. The terms of reference for the Pay Committee are set out in the 08 Pay Policy.
- 1.8. Meetings of this committee will be clerked by the Governance Professional.
- 1.9. In the absence of the Governance Professional the committee shall choose a clerk for that meeting from among their number (this may not be the Head Teacher).

## 2. Quorum

- 2.1. The quorum shall be three governors, which may include the Head Teacher.
- 2.2. Appointed associate members shall have voting rights on this committee.
- 2.3. At least two members present must not be members of staff.

## 3. Meetings

- 3.1. The committee shall meet every half term, prior to a Full Governing Body meeting, to ensure reports are prepared in a timely manner and to allow for the flow of approved decisions.

- 3.2. Meeting dates will be arranged by the Governance Professional on an annual basis.
- 3.3. The committee members, Head Teacher or Full Governing Body may call additional meetings.
- 3.4. The committee shall not meet without the Head Teacher (or nominated substitute) being present.
- 3.5. The committee may invite other governors and/or others to attend the meeting to provide advice, guidance or information as it feels necessary.
- 3.6. Any person attending who is a member of staff, other than the Head Teacher, will leave the meeting for any item dealing with the pay or competence of any member of staff, or for any discussion of restructuring of the staff or redundancies.
- 3.7. The Head Teacher will leave the meeting for any item dealing with their pay or competence.
- 3.8. Committee members will maintain confidentiality on all matters deemed by the committee to be confidential.
- 3.9. Committee members will be bound at all time to observe the Polygon School Code of Conduct for Governors.
- 3.10. Any decisions taken must be determined by a simple majority of votes of committee members present and voting, but no vote can be taken unless a majority of those present are governors.

#### **4. Agenda and Minutes**

- 4.1. The Clerk will prepare the agenda, and distribute it with any papers to be discussed at the meeting at least 7 calendar days in advance of the meeting.
- 4.2. Minutes of the meeting, other than confidential minutes, will be issued to all governors via publication on the secure Governors' Zone of the school website. A copy will be stored electronically in the Governance folder on the T drive. Paper copies may be issued to any members of the public on request.
- 4.3. Where the committee deems any item to be confidential, minutes of that item will only be issued to those members present for discussion of the confidential item. An electronic copy will be stored in a restricted access file in the Governance folder on the T drive. A paper copy will be stored in a sealed envelope in the Head Teacher's office.

#### **5. Scheme of Delegation:**

- 5.1. **Policies:** Those policies delegated to this committee for review and approval are recorded in the school Policy Schedule.
- 5.2. **Discretionary spending limits:** The Governing Body has delegated to the Head Teacher a spending allowance of up to £5,000. Any spend in excess of £5000 must be referred to the Finance & Resources committee.
- 5.3. **SFVS:** The Governing Body has delegated to the Head Teacher the requirement to ensure that the SFVS is completed and submitted on time, in consultation with all members of the Governing Board.

#### **Personnel**

- 5.4. The committee will seek assurance that HR practice within the school adheres to good practice, informed by the HR Service Provider.
- 5.5. Staffing structure – the committee will review any changes to the staffing structure in consultation with the Head Teacher as necessary.
- 5.6. The committee will be responsible for ensuring that at least one member of the Full Governing Body has undertaken up to date Safer Recruitment training.
- 5.7. The committee will seek assurance that all recruitment panels have at least one member who has completed Safer Recruitment training.
- 5.8. Appointment of the Head Teacher – the committee will co-ordinate the process of recruiting and appointing the Head Teacher in consultation with the Full Governing Body.
- 5.9. Appointment of the Deputy Head Teacher – the committee will co-ordinate the process of recruiting and appointing the Deputy Head Teacher in consultation with the Head Teacher and the whole Governing Body.

## 6. Site and Buildings

- 6.1. The committee will provide guidance and support to the Governing Body and the Head Teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- 6.2. **Health and Safety** – the committee will ensure that an annual inspection of the premises and grounds takes place, and a report is received identifying any issues. The committee will inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Body.
- 6.3. The committee will review the Health and Safety policy on an annual basis and recommend approval of the policy to the Full Governing Body.
- 6.4. **Estate management** – the committee in consultation with the Head Teacher and, if appropriate, Southampton City Council, will arrange for an annual inspection of the premises and grounds for the preparation of a statement of priorities for maintenance, development and changes to site. The School Business Manager will hold an annual meeting with Southampton City Council representatives to agree priorities.
- 6.5. **Capital Expenditure** - the School Business manager in consultation with the Head Teacher will draw up plans for any capital expenditure that is in line with the school's priorities.
- 6.6. **Maintenance and Repairs** – the committee will be responsible for the approval of costs and arrangements for maintenance, repairs and redecoration that are in excess of the Head Teacher's delegated spending authority. The Head Teacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Head Teacher would normally be expected to consult the committee chair at the earliest opportunity.
- 6.7. **Environment** – the committee will ensure that the governors' responsibilities are discharged regarding litter under the Environment Protection Act 1990.

6.8. The committee will provide advice and guidance concerning all capital building programmes.

## **7. Finance**

7.1. The committee will provide guidance and assistance to the Head Teacher and the Governing Board in all matters relating to budget and finance.

### **7.2. Financial Policy and Planning**

7.2.1. The committee will establish and maintain a three-year financial plan, taking into the account priorities of the School Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.

7.2.2. The committee will draft and propose to the Governing Body for adoption an annual school budget, considering the priorities of the School Improvement Plan.

7.2.3. The committee will make decisions in respect of service level agreements.

7.2.4. The committee will ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Head Teacher.

7.2.5. The committee will draft, review and approve any financial policies as delegated by the Full Governing Board.

### **7.3. Monitoring**

7.3.1. The committee will monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.

7.3.2. The committee will receive at least half-termly budget monitoring reports from the School Business Manager.

7.3.3. The committee will report back to each meeting of the Full Governing Body and will alert them of potential problems or significant anomalies at an early date.

7.3.4. The committee will meet with other committees as required and provide them with the information they need to perform their duties.

7.3.5. Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

7.3.6. The committee will review, complete and submit the School Financial Value Standard (SFVS) following consultation with and approval by the Full Governing Body.

7.3.7. The committee will undertake any remedial action identified as part of the SFVS.

7.3.8. The committee will receive and act upon any issues identified by a local authority audit.

7.3.9. The committee will actively pursue and oversee applications made to external bodies for grant funding to support the work of the school.

7.3.10. The clerk to the Governing Body will develop and maintain the Register of Governors' Interests, including publishing this on the school website.

