



Priory Church of England Primary School

Business Committee: Terms of reference

Scope: Principal responsibility for monitoring, reviewing and reporting on all matters concerned with business in the school.

1. Responsibilities and Review

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Board
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Board
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Business Committee
- To establish a Pay Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Business Committee
- To consider any appeal against a decision on pay grading or pay awards

2. 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

3. Membership

The membership of the Committee shall amount to a minimum of 3 Governors, 1 of whom must be the Headteacher

4. Quorum

The Committee shall be quorate if 3 governors are present, 1 of whom must be the Headteacher.

5. Meetings

The Committee will usually meet three times a year.