

Maplewell Hall School



Terms of Reference All Committees

Adopted by Governors: December 2007
Reviewed by Governors: Sept 2020

Signed: _____
Chairman of Governors

All Committees

September 2020 Terms of Reference

Membership

- The membership will consist of no fewer than 3 governors, the headteacher and where appropriate business manager.
- The committee may have additional members who support the activity but who do not participate in any voting.
- There will be a chair for these meetings agreed by the membership.
- Minutes will be taken by someone nominated for the purpose from the committee.

The committee can only function if there are a minimum of 3 members present, two of whom must be governors and one must be the headteacher or someone nominated by him.

The committee will meet at least once every term. It can agree to meet more frequently if this is seen as necessary.

What the committees will do and how they will operate

- To ensure that all policies and procedures relating to Finance, Personnel, Personal Development Behaviour and Welfare including Health & Safety, Teaching Learning and Assessment are reviewed and amended where appropriate.
- To contribute to the School Improvement Plan and ensure that long term projects adopted by the governing body are detailed in the plan.
- To have the delegated power to make decisions in relation to Finance, Premises, Health and Safety issues, with the exception of the annual approval of the school budget.

Finance (incorporating Audit Terms of Reference)

- Provide guidance and assistance to the headteacher and the governing body in matters relating to budgeting and finance within the agreed terms of the funding agreement between the Secretary of State and the Local Authority.
- To determine the written description of financial systems and procedures taking into account the LCC's' Financial Handbook guidance.
- Work with the headteacher and other committees to consider each year's annual School Improvement Plan, identify the priorities and recommend an annual budget estimate.
- To operate the governing body's arrangements for obtaining quotations and inviting tenders in accordance with the LCC's Financial Handbook guidance.
- To ensure that the annual independent examination of the school fund is carried out and the outcome is reported to the governing body.
- To recommend to the governing body a charging policy in relation to pupils in accordance with legislation and guidance provided by the Local Authority (LA).
- To ensure insurance arrangements are appropriate and sufficient.

- To be aware of funding opportunities and how these can be accessed.
- To approve and regularly review policies relating to pupils i.e. Pupil Premium, 16-19 Bursary fund and Year 7 Catch Up funding.

Audit

- To monitor the integrity of the financial statements of the School and any formal announcements relating to the school's financial performance, reviewing significant financial reporting judgements contained in them.
- To review and report to the governors on any significant financial reporting issues and judgements made in connection with the preparation of the school's financial systems.
- To review the school's internal financial controls (the systems established to identify, assess, manage and monitor financial risks) and the school's internal control and risk management systems.
- To provide assurance to the governors that the risks are being adequately identified and managed by reviewing the risks to internal financial control at the school.
- To receive a report on the results of the work carried out and review and monitor the governors' responsiveness to any findings and recommendations.
- To review any findings of the County's internal auditors, including major issues that arose during the course of the audit, key accounting and audit judgements and the level of errors identified during the audit.
- Audit representation letters and management letter and the responses to the County's internal auditor's findings and recommendations.
- To monitor and review the effectiveness of the School's internal audit function.
- To make recommendations to the Governing Body for their approval in general.
- To report to the Governing Body on how it has discharged its responsibilities.

Behaviours and Attitudes including Personal Development

- To assist in the formation and review of the school Health and Safety Policy, associated arrangements, risk assessments and LA guidance including those dealing with school security and safety and ensure that procedures for implementing the Health and Safety policy are in place and followed.
- To ensure that regular risk assessment of the premises is carried out, to make regular assessments of any risk factors which may put the health and safety and welfare of pupils, staff and visitors at risk and to monitor and evaluate safety outcomes (risk assessment reports/accident statistics/near misses).
- To ensure that a fire drill/evacuation is held at least once a term.
- To review the security requirements of the school annually.

Premises

- To work with the headteacher in developing a long term plan for improving the facilities and school premises for pupils, staff and any other visitors for users of the premises.
- To place proposals to the governing body for an annual maintenance and decoration plan.
- With the headteacher, business manager, site manager and any appropriate staff to ensure that maintenance and decoration, in line with agreed financial allocations is carried out.
- To monitor the conditions of the school premises and grounds regularly and report to the governing body on general repair and maintenance.
- To recommend to the governing body reasonable adjustments to premises to improve disabled access.
- To consider the Hiring Policy and charges and advise the governing body on such matters.