



Business Committee Terms of Reference Reviewed September 2016

All policies at GSSC are written to reflect Statutory Requirements or National Guidance and updated in accordance with this. There are times when the Government or Local Authority provide updates to policies that are outside of the policy review schedules. In such instances, an appendix will be added to policies to reflect these updates until the Governing Board can ratify these amended policies. These appendices will supersede previously issued Statutory Requirements or National Guidance.



Policy Written by/date:	Signed/Date: Chair or Vice Chair	Policy due for review:
Terry Hollowell September 2016	Jane Brand 26/9/16	September 2017

This Policy is linked to the following School Policies and/or Procedures

Curriculum Policies	School Policies	School Business/Finance Policies
<ul style="list-style-type: none"> • Curriculum • SEN • English (incl Library) • Art • DT • Forest Schools • Humanities • Maths • P.E • PSHE • ICT/Computing • R.E • Collective Worship • Science • Sex and Relationship Education (SRE) • Careers • Post 16 (inc Consortium) • Communication • ASD • Music • School Council • Spiritual, Moral, Social and Cultural/British Values • Teaching and Learning • Conductive Education 	<ul style="list-style-type: none"> • Child Protection and Safeguarding • Inclusion • SEN Report • Appraisal • Positive Intervention • Prospectus • Pupil Attendance • Anti—Bullying • Designated Teacher (LAC) • Exclusions Policy • Volunteers • Animal Visits • Educational Visits • Exams/Accreditation • Staff Dress Code • First Aid Health and Medications • Intimate Care • Manual Handling/Mobility • Initial Teacher Training • Planning, Preparation and Assessment • Continuing Professional Development • Teaching Assistants • Well-Being of Staff and Student • SEF • SDP • Bereavement • Management of Incident Involving Drugs • Use of Video and Photography • Acceptable Use • E-Safety • Non-Smoking Policy • Complaints • Assessment, Recording and Reporting • Parental Involvement • Student Participation • Home School Agreement • Healthy Eating • Transition • Pupil Premium 	<ul style="list-style-type: none"> • Data Protection • Confidentiality • Pay Policy • Register of Business interests of HT and Governors • Accessibility Plan • Charging • Freedom of Information • Publication Scheme • Staff Grievance • School Companies • School Income • Lettings • Code of Conduct • Governor Allowances • Allegations of abuse against staff • Health and Safety • Retention of data • Recruitment and Selection Policy (Safer Recruitment) • Governing Board Succession Planning • Whistleblowers • Instrument of Government • Staff Discipline, Conduct and Grievance procedures • Equal Opportunity Policy • Equality Duty • Staffing Structure • Staff Attendance Planned • Staff Attendance Unplanned • Anti-Harassment • School Emergency Plan • Critical Incidents • Transport • Pool Safety and Procedures

All our pupils and staff at GGSC are treated equally regardless of race, age, creed, gender religion or sexual orientation.

Business Committee

Terms of Reference

1. In consultation with the Headteacher and School Business Manager, to oversee the preparation of the 3 year budget plan and ensure it links with the School Improvement Plan priorities agreed by the governing body
2. To engage in Strategic Financial Planning
3. To review the Scheme of Delegation Finance Policy and Financial Regulations Policy annually and recommend levels of delegation
4. To review the annual budget and recommend it for approval to the full governing body
5. Notify the approved budget to the EFA by the agreed deadline
6. Agree the level of delegation to the Headteacher for the day-to-day operation of the school
7. Benchmark school financial performance and report to the full governing body
8. Evaluate and present to the governing body the annual statement of Internal Controls
9. Monitor monthly expenditure and ensure corrective action is taken where necessary
10. Evaluate spending of all public funds to agreed timescales to ensure the budget provides value for money in terms of raising standards of education
11. Analyse and report on Tenders for Contract Services
12. To review the Charging and Remissions policy every three years
13. Approve transfer between budget headings (virements) within agreed limits
14. Ensure accurate accounts are kept
15. To make decisions in respect of service agreements and insurance
16. Ensure key financial decisions are properly recorded in minutes
17. Ensure that the school adheres to the DFE Academies Financial Handbook
18. Ensures the audit of all non-public (voluntary) funds, trading accounts, charity funds etc which must be run in accordance with DFE Academies regulations
19. Ensure recommendations arising from school audits are properly implemented
20. To keep in-school financial procedures under review
21. Establish procedures for governors to claim expenses
22. Ensure a record is kept of pecuniary interests of governors and staff
23. To advise the full governing body of any consultations to change the DFE Academies Handbook
24. To have the power to make decisions on behalf of the Governing Body relating to matters of finance and personnel
25. To determine a list of premises priorities and a means of implementation
26. To review matters of health and safety
27. To monitor the policy for the use of the school premises and letting arrangements
28. To monitor asset register maintenance in the School