**BEDFORD HIGH SCHOOL GOVERNING BOARD**

**2020/21 TERMS OF REFERENCE**

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| **ASSET COMMITTEE** | |
| Members | The Committee shall comprise of a minimum of three Governors |
| Associate Members | The members have a vote |
| Quorum | The Quorum for the Committee shall be three Governors |
| Meetings | The Committee will meet termly and more often if required. |
| Delegation | This Committee has Delegated Powers |
| Committee Chair | Elected by the Committee |
| Clerk to the Committee | Arranged by the Governing Board |
| Minutes | Approved by the Committee at its next meeting |
| Reporting arrangements | Committee minutes will be received by the Governing Board |

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| **Administrative Responsibilities** |
| * Ensure there are effective clerking arrangements for the Committee. * Ensure that the Committee receives relevant, accurate, timely, user friendly reports on agenda items seven days prior to the meeting. * Ensure decisions, including any changes are clearly minuted. * Ensure that declarations of pecuniary interest are recorded at each meeting. * Ensure that Governors, particularly Committee members, receive appropriate training. |

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| **FINANCIAL PLANNING** | **Term** |
| 1. Approve the Scheme of Financial Administration (SOFA) and review the levels of financial delegation for spending and budgetary adjustments (virements) for the committee, head teacher and other nominated staff for ratification by the Full Governing Board. | Autumn |
| 1. To receive financial benchmarking report and consider recommendations | Spring |
| 1. To consider and approve the school’s budget for submission to the Local Authority each year; and ensure it is presented to Governors at the next Full Governing Board meeting. | Spring |
| 1. To establish and maintain a three-year financial plan, taking into account priorities of the School Improvement Plan, roll projection and signals from central government and the LA regarding future years’ budgets, within the constraints of available information. | Spring |
| 1. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the head teacher and any professional development costs that are required. | Spring |
| 1. To annually review and approve Service Level Agreements (strategic SLA’s) | Spring |

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| **FINANCIAL MONITORING** |  |
| 1. To receive a progress report on the current budget and monitor income and expenditure of all delegated and devolved funds against the annual budget plan. | Every term |
| 1. To receive and review the LA quarterly budget monitoring reports from senior leadership and alert the Full Governing Board of potential problems or significant anomalies at the earliest opportunity. | Every term |
| 1. Subject to the levels of financial delegation, to receive, review and approve virements and write offs that will from time to time be necessary in response to the evolving requirements of the school. | Every term |
| 1. To receive a report on outstanding debts and to consider actions | Every term |
| 1. To annually review and update, the Schools Financial Value Standard (for approval by the Full Governing Board) and ensure that any remedial action identified as part of the SFVS is undertaken. | Spring |
| 1. To annually complete the financial management skills analysis matrix (included in the SFVS) and arrange training as and when required. | Autumn |
| 1. To monitor remedial actions identified in the SFVS. | Summer |
| 1. To receive and act upon any issues identified by the Local Authority audit. | As required |
| 1. To approve and monitor the implementation of the following policies: 2. Charging Policy (annual) 3. Remissions Policy (annual) 4. Contingence and Business Continuity Plan (annual) 5. Anti-Fraud, Bribery and Corruption Policy (3 years) | As per policy schedule |
| 1. To receive the Pupil Premium Strategy | Autumn |
| 1. To monitor the impact of the Pupil Premium strategy including spending analysis | Spring and Summer |
| 1. To review the use of Year 7, catch up funding and to monitor the impact on pupils | Every term |
| 1. To receive notification of suppliers | Spring |

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| **GDPR** |  |
| 1. To ensure compliancy under GDPR and to monitor breaches of data | As required |
| 1. To receive the Data Protection Officer report and monitor issues arising from this | Summer Term |

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| **PREMISES AND HEALTH AND SAFETY** |  |
| 1. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues. | Autumn |
| 1. To monitor any remedial actions identified in the annual inspection of the premises and grounds | Spring and Summer |
| 1. To ensure that professional surveys and emergency work is carried out as necessary. 2. *The Head teacher is authorised to commit expenditure without prior approval of the committee in any emergency where delay could 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.* | As required |
| 1. To ensure that the governing board’s responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable. | As required |
| 1. To receive an annual report on and ensure that delegated funds in respect of Devolved Formula Capital Spending are appropriately utilised and ensure value for money. | Autumn |
| 1. To approve the Health and Safety Policy including risk assessments (annually) | Autumn |
| 1. To receive a report from the Health and Safety Governor | As required |

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| **STAFFING** |  |
| 1. To approve the school staffing structure annually for the fulfilment of the school’s development plan and the effective operation of the school. | Summer |
| 1. To receive a termly report on staffing matters including staffing levels and sickness absence information including the number of Leave of Absence requests | Every term |
| 1. To consider staff well-being including a satisfactory work-life balance for leaders and teachers is achieved and to ensure steps are taken to reduce unnecessary workload | Every term |
| 1. To ensure leaders and governors consider engagement with staff and ensure there is opportunity for feedback from these stakeholders | As required |
| 1. To approve following statutory policies in the School Employment Handbook: 2. Appraisal Policy and Capability Procedures 3. Procedures for dealing with allegations of abuse against staff | As required |
| 1. To review and monitor all other staffing related policies | As required |
| 1. To ensure that staffing procedures (including recruitment procedures) follow equalities legislation. | As required |
| 1. To ensure that at least one member of a recruitment panel has completed Safer Recruitment Training (training to be updated every 3 years). | As required |
| 1. To ensure that there is a Designated Safeguarding Lead who is appropriately trained. | As required |
| 1. To ensure the suitability of all adults working with children and young people on the premises at all times (including contractors, visitors and external groups as reflected in the Lettings Policy). | As required |
| 1. To ensure the SENCO is a qualified teacher working at the school. A newly appointed SENCO who has not previously been the SENCO at that or any other relevant school for a total period of more than twelve months must achieve the National Award in SEN Co-ordination within three years of appointment | As required |
| 1. To ensure that all Staff and Governors undertake the appropriate level of Safeguarding and Child Protection awareness training. | As required |
| 1. To ensure that all staff and Governors undertake the appropriate level of training for The Prevent Duty and Channel. | As required |

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| **APPOINTMENTS TO POSTS OTHER THAN HEAD AND DEPUTY/ASSISTANT HEAD** | | | |
| Members of the Committee will participate in the appointment of staff in accordance with the delegation grid below. | | | |
| **Level of Post** | **Head teacher** | **Governor involvement** | **Others who may be involved** |
| Leadership Team  incl SBM | **YES** | At least one Governor | As directed by the Head teacher |
| Main Scale Teachers | **YES** | At the discretion of the Governing Board | As directed by the Head teacher |
| Classroom support staff | **YES** | At the discretion of the Governing Board | As directed by the Head teacher |
| Administrative Staff | **YES** |  | As directed by the Head teacher |
| Cleaning and maintenance staff | **YES** |  | As directed by the Head teacher |

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| **APPLICATION OF PROCEDURES THAT COULD RESULT IN DISMISSAL** | | |
| **To make decisions that could result in dismissal:** | **Initial Decision to be taken by the Headteacher** | **Initial Decision to be taken by Ad hoc committee of the Governing Board** |
| Consider redundancy of an employee |  | ✓ |
| Termination of employment of an employee on the grounds of performance capability |  | ✓ |
| Termination of employment of an employee on the grounds of ill health |  | ✓ |
| Disciplinary sanctions, or dismissal of an employee |  | ✓ |

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| **TO MAKE DECISIONS RELATING TO:** | | |
| Staff grievances not involving Headteacher | ✓ |  |
| Staff grievances involving the Headteacher |  | ✓ |
| To hear appeals regarding Leave of Absence requests |  | ✓ |
| To hear appeals regarding requests for variation to contracts |  | ✓ |

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| **POLICIES AND PROCEDURES DELEGATED TO THIS COMMITTEE FOR APPROVAL** |
| **STATUTORY POLICIES** |
| Charging Policy |
| Remissions Policy |
| Appraisal and Capability of Staff |
| Statement of Procedures for Dealing with Allegations of Abuse Against Staff |
| Health and Safety |
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| **POLICIES AND PROCEDURES LISTED IN THE SOFA** |
| Write-off |
| Procedures for the Receipt, Opening and Acceptance of Tenders and Quotations |
| Lettings |
| Debt Management |
| Register of Key Holders |
| List of Authorised Signatories |
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| **POLICIES REQUIRED BY INTERNAL AUDIT** |
| Confidential Waste |
| Anti-Fraud, Bribery and Corruption |
| Business Continuity Plan |

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| **POLICIES AND PROCEDURES DELEGATED TO THE HEADTEACHER FOR APPROVAL** |
| **STATUTORY POLICIES** |
| Data Protection |
| Protection of Pupils’ Biometric Information |
| Freedom of Information Publication Scheme |
| Register of Pupils’ Admission to School – live document |
| Register of Pupils’ Attendance – live document |
| School Website Information Compliance (to ensure updates completed) |
| NQT |
| Central Record of Recruitment and Vetting Checks – live document |
| First Aid |
| Premises Management Documents |
| Equality Information and Objectives (Public Sector Equality Duty) Statement for Publication |
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| **POLICIES REQUIRED BY INTERNAL AUDIT** |
| Register of Gifts and Hospitality |