

**BEDFORD HIGH SCHOOL
GOVERNING BOARD
2023 TERMS OF REFERENCE**

ASSET COMMITTEE	
Members	The Committee shall comprise of a minimum of three Governors. Membership may include Associate Members. A majority of committee members should be Governors.
Associate Members	The members do not 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	An independent Clerk to be 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.

Administrative Responsibilities
<ul style="list-style-type: none"> • 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.

FINANCIAL PLANNING	
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.
2.	To benchmark income and expenditure against that of similar schools, considering comparative performance and opportunities to improve.
3.	To consider and approve the school's budget, ensuring resources are allocated in line with the schools' strategic priorities and curriculum plans, for submission to the Local Authority each year; and ensure it is presented to Governors at the next Full Governing Board meeting.
4.	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.
5.	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.
6.	To annually review and approve Service Level Agreements (strategic SLA's)

FINANCIAL MONITORING	
7.	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.
8.	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.
9.	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.
10.	To receive a report on outstanding debts and to consider actions
11.	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.

12.	To annually complete the financial management skills analysis matrix (included in the SFVS) and arrange training as and when required.
13.	To monitor remedial actions identified in the SFVS.
14.	To ensure Local Authority Financial Procedures including for procurement are complied with.
15.	To receive and act upon any issues identified by the Local Authority audit.
16.	Premiums – To monitor spending of pupil premium, PE and sports premium (and other relevant premiums): ensuring that funding is spent effectively and is having the intended impact on pupil outcomes.
17.	To assess the school's insurance cover to ensure that it provides adequate protection against risks.

GDPR

18.	To ensure compliancy under GDPR and to monitor breaches of data
19.	To receive the Data Protection Officer report and monitor issues arising from this

PREMISES AND HEALTH AND SAFETY

20.	To ensure that inspections of the school site, buildings and equipment take place (annually and at appropriate intervals), and a report received identifying any issues and to monitor remedial actions identified.
21.	To ensure that appropriate risk assessments are carried out and reviewed on a regular basis, particularly in response to changes in equipment or circumstances and to monitor the completion of actions and recommendations from risk assessments.
22.	To ensure that a process is in place to approve educational visits, ensuring that health and safety planning and risk assessments have been undertaken.
23.	To ensure that professional surveys and emergency work is carried out as necessary. <i>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.</i>
24.	discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable. ensure that the governing board's responsibilities regarding litter, refuse and dog excrement are
25.	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.
26.	To approve the Health and Safety Policy including risk assessments (annually)
27.	To receive a report from the Health and Safety Governor
28.	To monitor the health and safety training that staff and governors undertake.

STAFFING

29.	To review the school staffing structure annually for the fulfilment of the school's development plan, the curriculum and ensure it is affordable. Recommendations for changes to staffing structure to be presented to Full Governing Board for approval.
30.	To receive a termly report on staffing matters including staffing levels and sickness absence information including the number of Leave of Absence requests
31.	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
32.	To ensure leaders and governors consider engagement with staff and ensure there is opportunity for feedback from these stakeholders
33.	To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
34.	To ensure that at least one member of a recruitment panel has completed Safer Recruitment Training (training to be updated every 3 years).
35.	To ensure that there is a Designated Safeguarding Lead who is appropriately trained.
36.	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).
37.	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
38.	To ensure that all Staff and Governors undertake the appropriate level of Safeguarding and Child Protection awareness training.
39.	To ensure that all staff and Governors undertake the appropriate level of training for The Prevent Duty and Channel.
40.	To monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.

STATUTORY POLICIES AND PROCEDURES DELEGATED TO THIS COMMITTEE FOR APPROVAL IN LINE WITH APPROVED POLICY DELEGATION SCHEDULE