



Business & Enterprise Committee

Membership: To consist of no fewer than four governors including the Headteacher, the Chair and Vice-Chair of the Board of Governors and relevant members of school leadership team, specifically the Director of Business & Enterprise and other members of the finance staff shall attend as appropriate.

The committee is to report to each meeting of the Full Governing Board.

The Clerk to the Governors will be responsible for arranging meetings, taking and distributing the minutes (together with other relevant papers) and following up agreed actions.

The committee has delegated power to make its own decisions on behalf of, and without referral to, the Full Governing Board, except where the subject matter requires Full Governing Board consideration by law.

The quorum is a minimum of three Governors.

Meetings: One per term, at a minimum

TERMS OF REFERENCE

- To oversee the annual budget setting.
- To propose the annual budget to the Full Governing Body and regularly report to the Full Governing Body on all financial matters.
- Regularly monitor income and expenditure against budget. Including reporting of any significant budget amendments.
 - To perform the audit function as required by the Academies Financial Handbook.
- To review and monitor all policies under the scope of Finance & Enterprise as delegated from the Governing Body.
- To ensure the health, safety and well being of staff and pupils.
- To ensure compliance with the Finance Policy, Best Value Statement and Academies Financial Handbook and ensure that academy financial control systems are robust.
- To ensure that Risk management is robust.
- To ensure the Annual Report and Accounts are produced in accordance with the Academies Financial Handbook.
- To approve; opening and operation of academy bank accounts; authorised signatories; transfers between accounts; operation of credit cards; payment system controls including BACS.
- To review the annual report and accounts and recommend for approval to the Members and Governing Body
- To approve improvement plans and actions relating to the finance and premises area.
- To ensure a strategic financial view of income, staffing, other expenditure and capital projects. To have a strategic view regarding forward planning of school finances through longer term

financial plans and projections, including capital funding both for maintenance of existing facilities and for school improvement projects.

- To ensure that the school asset management plan is regularly updated and to monitor the progress of all facilities works, including ACMF projects.
- To review and approve all bought in service provision.
- To set up working parties which report back to the committee.
- To monitor the financial aspects of the SCITT programme including review and approval of financial reports. To take approved reports to full governors and report to full governors on any other matters of significance.
- To approve all human resources related policies including staff discipline/conduct/capability/grievance, staff absence, pay, performance management/appraisal and the Finance policy including the scheme of delegation and the Risk Register and the Health & Safety policy and the Charging & Remissions policy

Terms of Reference are reviewed annually at the December Full Governing Board meeting as part of the annual review of governance.

2017