BUSINESS AND PREMISES COMMITTEE

Membership

1. Shall not be less than 5 named Governors and a member of the senior leadership team. All governors are welcome to attend meetings.
2. The members shall be elected annually by the Governing Body.
3. The chair shall be elected by the Governing Body at the first meeting of the new school term.
4. The Quorum for any meeting and for a vote shall be 3 governors.
5. The Committee shall meet at least once a term, prior to the termly Full Governing Body Meeting and otherwise as needed.
6. The Committee may invite persons to attend meetings in an advisory capacity as and when required, but such persons shall have no voting rights.
7. In liaison with the clerk, the chair shall be responsible for drafting an agenda for meetings in consultation with the Head and members of the Governing Body.

Disqualifications

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Terms of Reference

- To monitor the school finances and strategic plan.
- To consider and evaluate maintenance and development of capital projects.
- To monitor resource management and stewardship.
- To be responsible for safer recruitment.
- To monitor and evaluate progress towards ensuring effective use of finance and resources.
- To ensure the financial security of the school for the future in matters of recruitment and retention of students.
- To provide guidance and assistance to the Headteacher and the Governing Body in matters relating to budgeting and finance and to approve decisions regarding expenditure.
- To consider staffing levels (teaching and non-teaching) in the light of the budget and curriculum and other priorities and needs and make recommendations to the FGB.
- To receive from the headteacher information about staffing changes and advise the Governing Body.
- In consultation with the Headteacher, Business Manager and Finance Officer to draft the first formal budget plan of the financial year, in relation to the School Development Plan, for approval by the full Governing Body.
- To monitor the school's 3 year financial plan.
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that the school operates in accordance with the Financial Management Standards and our own policies.
- To annually review and approve relevant policies.
- To make decisions on expenditure following recommendations from other committees.
- To consider the extent to which staff wellbeing is monitored and facilitated, and to reflect on the effectiveness of the Governing Body as a responsible employer in a Church School context.

- To ensure that the school, complies with Health and Safety regulations and, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To ensure that sufficient funds are available for pay increments as recommended by the Headteacher, in liaison with the Pay Committee.
- In the light of the Headteacher Performance Management Committee's recommendations to determine whether sufficient funds are available for increments.
- To delegate to the Headteacher the day-to-day financial management and staffing of the school.
- To prepare and review financial policy statements, having consideration for long term planning resourcing.
- To monitor and hold the school accountable for Pupil Premium expenditure.
- To receive termly reports on the school building fund.
- To provide support and guidance to the Headteacher in matters relating to the school premises, grounds, security and Health and Safety.
- To ensure that staffing issues are properly managed and dealt with according to relevant legislation.
- To review the annual report on premises development.

Adopted by the FGB on 10th July 2025

Review: Summer 2026