

Pilgrim Pathways School

COMMITTEE REMIT 2023-2024

The 3 core strategic functions of the Management Committee as outlined in the DfE Governance Handbook October 2020 are:

- **Ensuring clarity of vision, ethos and strategic direction;**
- **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and**
- **Overseeing the financial performance of the organisation and making sure its money is well spent.**

More information regarding the work of the Management Committee can be found in the Annual Governance Statement 2022-2023.

To ensure sufficient oversight, support and accountability in areas of identified priority and statutory coverage, in addition to the full Management Committee, there is a Business and Finance sub-Committee. Membership of this sub-Committees can be found in the Membership document. More information about the functions of this sub-Committee can be found in the Terms of Reference below: -

TERMS OF REFERENCE FOR BUSINESS AND FINANCE SUB-COMMITTEE

1) Membership

The governing body has to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the headteacher is a governor they will be an automatic member. Alternatively if the headteacher is not a governor they have a right to attend all meetings of the Business and Finance Committee. The committee will elect from their number a chair at the first meeting of each academic year.

2) Name of Clerk

The governing body must appoint a clerk to each committee who must not be the headteacher of the school. The governing body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The governing body can also appoint a trained paid clerk or volunteer.

3) Quorum

The quorum shall be three members of the committee. It is recommended that the quorum is the headteacher plus two members of the committee.

4) Meetings

Meetings will be held regularly/at least once each term, as required. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

5) Function

Decisions taken by the committee must be led by priorities identified within the school's improvement planning, for example the raising achievement plan (RAP), which should be costed within the budget plan. The main function of the Business and Finance Committee will be to advise and work with the headteacher to seek the best use of the school's resources to promote the best educational outcomes for children - subject to the following:

a) Finance

- In consultation with the headteacher, to draft the first formal budget plan of the financial year to deliver the priorities in the school's improvement planning, for example the RAP
- To review the allocation of any targeted funding and its impact to improve learning, such as pupil premium and ensure this is reported annually on the school website
- 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 Produced by School Governance Team, Cambridgeshire County Council (09/19) Page 6 of 6
- To annually complete the School Financial Value Statement, for the chair to sign and submit to the local authority
- As part of the delegation for the day to day financial management of the school the headteacher will have delegated powers to authorise expenditure not in excess of £..... and authorise virement of an amount of money not in excess of £.....
- The Business and Finance Committee will have delegated powers to authorise expenditure not in excess of £..... and authorise virement of an amount of money not in excess of £.....
- All virements of funds must be reported to the full governing body
- To ensure that the school operates within the financial regulations of the local authority
- To compare the school's spending to other similar school using bench marking information
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of service agreements

b) Personnel

- To review the staffing structure in consultation with the headteacher so it is effective in delivering the priorities in the RAP and improving the learning of all pupils
- To review the Pay Policy and Performance Management Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure and safer recruitment for all staff
- To review all personnel policies such as performance management, grievance, induction, etc
- To oversee the process leading to staff reductions
- To keep under review staff work life balance, working conditions and well-being, including the monitoring of absence

c) Buildings

- To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the RAP
- To ensure arrangements are in place for repairs and maintenance
- In consultation with the headteacher, to oversee premises related funding bids
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies
- To review that building development supports the school's priorities as detailed in the school's RAP
- To establish and keep under review an accessibility plan
- To ensure all statutory information relating to resources, for example the accessibility plan and arrangements for meeting the needs of children with SEN are published on the school website

d) General

- List any tasks delegated to this committee
- All meetings are minuted and circulated to the full governing body