

# THE ASHLEY SCHOOL ACADEMY TRUST GOVERNING BODY COMMITTEE

**TITLE:** LEADERSHIP AND MANAGEMENT COMMITTEE

**STATUS:** Non-statutory with delegated powers.

**MEMBERSHIP:** A minimum of three *Governors*  
*Plus* the Responsible Officer  
the Strategic Business Manager  
the Headteacher

**QUORUM:** 50% of the committee plus 1, to include the Headteacher or the SBM as the Headteacher's directed representative.

**MEETINGS:** At least once each half term otherwise as required

## TERMS OF REFERENCE:

### Finance

1. To act in accordance with the School Governance Regulations and other legislation affecting the conduct and responsibilities of School Governing Bodies.
2. To have regard, in carrying out delegated functions, to the School Improvement Plan approved by the Governing Body.
3. To act in accordance with the DFE and EFA for the delegation of funds to schools.
4. To advise the Governing Body on financial strategy and policy.
5. To recommend annual budget plans for approval by the Full Governing Body.
6. To monitor the use of financial resources and oversee the management of the school's delegated budget against the Annual Plan, reporting to the Full Governing Body accordingly.
7. To ensure that the EFA's audit, certification and reporting requirements are met and to advise the Governing Body on additional external or internal audit provision.
8. To advise the Governing Body on the investment and distribution of the funds held in trust on the school's behalf.
9. To review the risks to internal financial control and agree a programme of work that will address these risks, inform the statement of internal control and, in so far as possible, provide assurance to external auditors.
10. To consider such other matters as may be referred to the Committee by the Governing Body.
11. To advise the Governing Body of decisions taken within the powers delegated by

providing at Governing Body meetings, for information. Minutes of Committee meetings, in draft form if necessary.

12. To monitor, support and challenge the SLT and make recommendations to the Governing Body on all matters relating to budgeting, finance, ICT, staffing - including SCR; safeguarding, performance review and recruitments - and the estate.
13. To prepare a draft budget in line with the financial planning timetable for approval by the Governing Body by June of each year.
14. To review the budget throughout the financial year and make recommendation for adjustment to the Governing body including use of and impact of Pupil Premium.
15. To decide financial priorities through effective Self Evaluation alongside the School Improvement Plan in order to make recommendations to the Governing Body.
16. To review progress towards achieving and fully complying with SFVS and to make recommendations to the Governing Body to ensure the requirements are met.
17. To consider and make recommendations relating to services provided by partner and other agencies and organisations to the school.
18. To make recommendations on the drawing up of Service Level Agreements (SLA) with other organisations including charging policies where appropriate.
19. To monitor and review the SLA with the Local Authorities and make appropriate recommendations.
20. To ensure that the principles of Best Value are followed in making decisions.
21. Safeguarding, SEF, SDP.

### **Personnel**

1. To determine, approve and keep under review policies relating to the employment, recruitment, selection, appointment, promotion, review, grievance, discipline, remuneration and terms and conditions of all staff.
2. To receive, consider and make recommendations to the Governing Body on the overall staffing structure of the school, including the management structure.
3. To be responsible for and implement the school's Pay Policy:
  - 3a To conduct the Annual Pay Review and to make decisions on the salaries of individual staff. It will make decisions within the context of the approved Pay Policy (and any detailed guidance or relevant criteria) and overall budget constraints set by the Finance Committee. During the Annual Pay Review, the Committee will consider formally each individual's situation.
  - 3b To be responsible for ensuring that:
    - i) following the Annual Pay Review, teaching staff are informed of their 'points score' and corresponding salary;
    - ii) following the Annual Pay Review, support staff are advised personally of any alteration to their grade or pay;
    - iii) when any specific written request has been made, members of staff are advised personally of the response to that request and in general terms the reasons for that response.

4. To be responsible for the implementation of a scheme of performance management for teaching staff and a scheme of appraisal for non-teaching staff.
5. To have regard to the requirements of Equal Opportunities and Health and Safety at Work legislation.
6. To maintain expenditure within the limits set by the school Budget Plan in relation to any matters delegated to the Committee.
7. To consider such other matters as may be referred to the Committee by the Governing Body.
8. To advise the Governing Body of decisions taken within the powers delegated by providing at Governing Body meetings, for information. Minutes of Committee meetings, in draft form if necessary.

#### **Trading Subsidiary (OBWSC)**

To receive an annual report from Directors of The Ashley School Trading Limited (*T/A Oulton Broad Waters Sports Centre*).

To ensure that all finance and leadership policies and procedures for OBWSC are the same as those for the Academy.

To ensure that financial processes are clearly defined and separate from The Ashley School Academy Trust and that procedures for transactions between the Trust and Trading Subsidiary are clearly defined and strictly followed.

Agreed: January 2014

Reviewed: 6<sup>th</sup> October 2014

Signed: .....