

# Windmill Hill Business & Pay Committee – Terms of Reference

Membership	Frequency of Meetings
<ul style="list-style-type: none"> <li>▪ Not less than three Governors and the Headteacher.</li> <li>▪ The quorum for meetings is three.</li> <li>▪ Membership to include those with related lead responsibilities and link roles.</li> <li>▪ Other Members of the Leadership Team or other staff to attend or provide information as directed.</li> <li>▪ Other Governors may be asked to join the Committee to support its work as necessary.</li> <li>▪ The Chair of Governors may attend appropriate meetings in an ex-officio capacity.</li> </ul>	<ul style="list-style-type: none"> <li>• At least termly.</li> <li>• Additional meetings will be required to approve the annual budget , Statement on Internal Control, pay policy and performance related pay awards, and in response to any urgent operational business, with the agreement of the Committee Chair and Headteacher.</li> </ul>
Duties	
<p>To ensure that the school is well run - overseeing the management and operation of the school; advising the Governing Body on the effective management of the school's resources, structures and governance; and ensuring good financial health, probity and value for money is achieved</p>	
Specific Responsibilities	
<p>The Business Committee is authorised by the Governing Body to carry out the following, in a manner the Committee considers appropriate, and to approve school policies as delegated to it by the Governing Body, seeking professional or other advice which the Committee may consider necessary:</p>	
<p><b>Financial Matters</b> – to approve the annual operating budget and significant in-year variations to meet business objectives; to monitor the overall financial position of the school (including Breakfast &amp; after-school Club) in relation to its annual financial plans and approve recovery plans where necessary; approve significant items of expenditure from the school's budget in accordance with the Financial Management Policy; approve contractual matters as set out in the Financial Management Policy.</p>	<p><b>Staffing and Pay</b>– to approve pay and human resources policies; approve staffing structures and changes to structures; pay and grading and the recruitment of senior staff; make recommendations to the Governing Body in respect of performance related pay awards for staff; ensure effective staff development and succession planning; receive the results of staff surveys and agree action plans.</p>
<p><b>Governance Matters</b> – to advise the Governing Body on all matters relating to the conduct of the business of the school in relation to the requirements of the Governing Body Code of Conduct, school policies and other relevant guidance, legislation, business procedures and best practice.</p>	<p><b>Premises and Facilities</b> – to approve and monitor plans for the upkeep and enhancement of school premises and IT facilities; monitor compliance with health and safety requirements; approve the annual plan for bought-in services and any in-year changes to the plan.</p>
<p><b>Risk Management and Assurance</b> – on behalf of the Governing Body, to ensure that the Risk Register reflects the key risks facing the school and, where necessary, that appropriate mitigating actions are identified and implemented; to ensure that mechanisms are in place to provide adequate assurance regarding the management of risks and achievement of agreed priorities and targets.</p>	<p><b>Information</b> – to approve and monitor compliance with the school's Data Protection, Freedom of Information and Confidentiality policies;</p>
<p><b>School Private Fund</b>– to approve the Private Fund annual accounts and appoint the Fund auditors.</p>	<p><b>Urgent Matters</b> – to take urgent decisions on behalf of the Governing Body in respect of such other business matters as may be referred to it.</p>