



# BUGLAWTON PRIMARY SCHOOL

*Be the Best We Can*

## Leadership and Management Committee Terms of Reference

- Membership:** The committee shall consist of not less than three governors. Membership should include the Headteacher and at least two nonemployees.
- The committee may make recommendations to the Governing Body (“GB”) for co-optation of associate members and advise whether or not such members should be given a vote.
- Quorum:** Three governors including two governors who are not an employee of the school
- Meetings:** At least once per term and more frequently if deemed necessary by the majority of members.
- Chair:** Non-employee to be elected by the committee.
- Accountability:** The committee will report back to the FGB by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

These terms of reference include the school and all its extended services.

### Terms of reference:

1. To oversee the strategic framework, established by the GB, within which the Headteacher and staff run the School and to focus on standards and school improvement.
2. To contribute, in collaboration with the head and staff, to establishing, monitoring and evaluating sections of the School Development Plan (“SDP”) relating to the leadership, finance, staffing and management, premises, health & safety of the School.
3. To determine the School’s financial priorities through the SDP and the asset management plan.
4. In consultation with the Headteacher to oversee premises related funding bids.

5. To keep relevant Self Evaluation documentation under review and monitor as necessary.
6. To establish, monitor the impact of, and review all the school's plans, policies and procedures relating to staffing, finance, leadership and management, health and safety as detailed in the Manual of Internal Procedures.
7. To draw up the annual budget for approval by the full GB and submission to the LA in line with statutory guidance and timescales.
8. To establish and maintain an up to date 3 year financial plan.
9. To make decisions on expenditure within the committee's delegated powers.
10. At least once per term to monitor and evaluate expenditure of all monies generated by the school, including grants and unofficial funds to ensure that spending provides best value and is linked to the SDP.
11. To ensure that the School, Headteacher and relevant staff are managing finance in accordance with the principles of the Schools Financial Value Standard and the Council's Standing Orders and current Financial Regulations.
12. To complete annually, the Schools Financial Value Standard return.
13. To provide financial information to the LA as required.
14. To recommend to the GB independent auditors to audit unofficial funds and submit audited accounts annually to the GB for approval.
15. To ensure that all insurances provide adequate cover.
16. To maintain a Register of Pecuniary Interests of members of the GB and members of staff with financial responsibility.
17. To keep the staff structure under review at least annually in response to the changing needs of the School and make recommendations to the GB for amendments as necessary.
18. To ensure that all staffing matters are dealt with in line with employment law and agreed procedures and that no member of staff or job applicant is discriminated against on grounds of gender, sexual orientation, ethnicity, age or disability or religion.
19. To ensure that the training and development of staff and members is linked to the GB's agreed priorities and monitor the impact of training on standards.
20. To ensure that the GB has effective systems of mentoring and inducting new members of staff and members of the School.
21. To promote the health and welfare of staff including the monitoring of absence.

22. To take all reasonable steps to ensure that the premises, grounds, equipment and materials are safe and do not put health at risk.
23. To ensure that security measures for the protection of personnel and premises are effective and make recommendations for improvement as necessary.
24. To make recommendations for budget and devolved capital funding expenditure to the GB based on plans and best value principles.
25. To monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money.
26. To ensure that the school is obtaining value for money in relation to all contracts.
27. To ensure that a member of staff responsible for Health and Safety is appointed as required and that they receive the necessary support and training in their role.
28. To oversee the letting and use of the premises and ensure that facilities are appropriately resourced.
29. To liaise with, consult with, and provide information to, parents and the wider community on matters relating to the environment, security, health and safety and use of community facilities as necessary.
30. To liaise with, consult, with and provide information to, parents and the wider community on matters relating to the School's aims, improvement plans, expenditure and staff development as necessary.
31. Undertake a regular skills audit.
32. To monitor and set attendance targets in accordance with Cheshire East guidelines.
33. To keep relevant sections of the summary School's Self Evaluation form under review and update as necessary.
34. To consider any possible Ofsted or NGA questions.
35. To approve the procedure for the recruitment and appointment of staff.
36. To ensure statutory website requirements are met and website development is strategically linked to the SSDP priorities.
37. To oversee the financial sustainability of the school's extended services including Breakfast and After School Club, Preschool.