

Hartford Manor Primary School & Nursery Governing Body



Leadership, Management and Finance committee

Terms of Reference

Date:	November 2022
Review Cycle:	Annual
Reviewed By:	LMF
Approved By:	Governing Body
Next review date:	November 2023

General

1. To contribute, in collaboration with the Principal, Head of School and staff, to establishing, monitoring and evaluating sections of the School Plan relating to Leadership, Management and Finance.
2. To establish, monitor the impact of and review the School's policies relevant to LMF – and other related policies in line with the agreed cycle and make recommendations to the governing body for change, as necessary.

Leadership

3. To be available and respond to matters of particular difficulty, sensitivity or emergency and offer advice to the Principal/Head of School.

Management

4. To begin in the summer term and agree in the autumn term, the programme of work and calendar of meetings for the LMFS committee for the school year, based on known cycles of school improvement, financial management, staffing issues and communicating with parents.
5. To monitor the progress of work being undertaken in line with the implementation plan.
6. To consider recommendations and business cases from other committees which have financial implications.
7. Monitor the access to and quality of governor training and the impact it has on governor effectiveness.
8. To consider and recommend for approval by the Governing Body the school's policies for HR matters and other areas of leadership or management.
9. To make recommendations to the Governing Body to establish exceptional working arrangements where particular circumstances arise e.g. a joint committee to oversee a building project or a special committee to oversee an OFSTED inspection.
10. To monitor the quality of communication across all stakeholders.
11. To undertake tasks delegated to them by the Governing Body.
12. To ensure that the premises are assessed and monitored regularly to ensure they meet Health and Safety and Fire Safety standards. To receive a detailed report at least once each year.

Finance

13. To provide guidance and assistance to the Principal and the Governing Body in all matters relating to budgeting/finance and to evaluate the effectiveness of financial decisions.
14. In consultation with the Principal and School Business Manager, consider and recommend the first formal budget plan of the financial year.
15. To establish and maintain an up to date 3-year financial plan, including an assessment of the impact of likely future pupil rolls and appropriate levels of reserves/ balances.
16. To consider a budget position statement at least termly and to report significant anomalies from the anticipated position to the Governing Body (ensuring that the financial position is reported at least six times a year as required)
17. To receive reports on spend on Pupil Premium and PE grants at least once each academic year.
18. To ensure that the school operates within the Financial Regulations of the local authority.
19. Review and have appropriate arrangements to ensure that the school meets the requirements of the Schools Financial Value Standard.
20. Consider and implement any audit recommendations.
21. To ensure the adequacy of the internal financial control framework within the school and to appraise any proposed changes to financial systems, regulations/procedures and to determine an appropriate scheme of delegated authority on behalf of the Governing Body.

22. Ensure the same high standards of stewardship apply to the school fund and monitor income and expenditure on the fund on behalf of the Governing Body. Arrange and approve annual independent examination/audit thereof and to consider and implement any recommendations.
23. Determine procedures for Governors to claim expenses.
24. Determine a charging and remissions policy to recommend to the Governing Body.
25. Ensure value for money by making use of Consistent Financial Reporting data and other benchmarking information.
26. To consider procurement information – contracts register, waivers to standing orders.
27. To make decisions in respect of service agreements.
28. To review the debt management policy and approve write offs.

Premises

29. While delegating day to day management of the premises to the Principal, Business Manager and Site Manager, LMF will:
 - ensure that the grounds and environment form a positive, attractive, safe and clean environment for all users;
 - review the asset register and asset management plan, including plans for repairs and maintenance;
 - review the school lettings policy and recommend appropriate charges; and
 - oversee and advise on other uses of the premises, for example:
 - extended school provision – before and after school;
 - community use; and
 - income generation.
30. While the Site Manager has day to day management responsibility for the premises - including annual maintenance and inspection programmes - the committee will report and make recommendations to the Governing Body on:
 - future building programs;
 - the premises development plan;
 - the ICT development plan; and
 - the Asset Management Plan.

Membership

31. The committee shall consist of not less than four governors. Membership should include the Principal or a member of the Senior Leadership Team (SLT). The committee may make recommendations to the governing body for co-option or non-governor members and advise whether or not such members should be given a vote.
32. Chair: non-employee to be elected by the full governing body
33. Vice Chair: Non-employee to be elected by the full governing body

Quorum

34. Three governors including the Principal or SLT Member and a governor who is not an employee.

Meetings

35. At least one meeting per term and more frequently if deemed necessary.
36. **Accountability** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.