

GRIMSDYKE SCHOOL



Terms of Reference - Leadership & Management Committee

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| Written By: | Iain Sutherland |
| Approved By: | Full Governing Body |
| Last reviewed on: | 08/10/2023 |
| Next Review on: | 08/10/2024 |

Membership

- Headteacher or Deputy Headteacher
- School Business Manager
- 4 members of the Governing Body which will include the Chair.

Quorum

Three Governors including the Headteacher.

Meetings

At least twice a term and otherwise as required.

1. To consider all matters relating to the School's finance and administration (including the budget, private monies and charging policies) and to make recommendations as appropriate.
2. To assist in the preparation of the school budget and monitor expenditure against budget.
3. To review regularly the school's financial plans and budgets as they relate to the Strategic Development Plan.
4. To review regularly the school's financial procedures in accordance with Harrow Council Financial Procedure Rules 2013 and Contract Procedures 2009 and to consider and advise upon financial and administration matters raised by the L.A.
5. To authorise the disposal of obsolete and surplus equipment with a replacement value of £500 or more.
6. To authorise virement and/or expenditure up to £20,000 without further reference.
7. Written sanction from the Chair of Governors, or the Chair of the Leadership & Management Committee, must be obtained prior to placing an order for £10,000 or above. This is the net figure and excludes VAT.
8. To coordinate the development of the staffing structure and the implementation of the staffing policy.
9. To implement the school's procedures for the appointment of new staff.
10. To implement the agreed procedures for the annual pay review of staff and nominate the three governors required for the Pay Committee.

11. To implement the agreed procedure for dealing with staff grievances, the agreed disciplinary procedures and the agreed absence and capability procedures.
12. To monitor the fabric of the premises and the grounds to ensure that they are maintained, at least, to the minimum level that enables the school to function.
13. To identify, with LA authorised personnel, areas that could represent any danger to staff and pupils from the fabric or grounds and facilitate repairs as necessary.
14. To ensure that Health and Safety regulations are followed.
15. To assist the Headteacher, and school staff as appropriate, in the review, negotiation, administration and monitoring of contracts e.g. maintenance, cleaning, meals and security.
16. To discuss and recommend action on all aspects of risk assessments to ensure the safety of all pupils, staff and parents.
17. To coordinate and monitor the school self-evaluation form (SEF) especially Sections 1 and 4 in consultation with the head teacher and staff.