



## The Governing Body of Higham Ferrers Nursery and Infant School

### Leadership and Management Committee

### Terms of Reference 2023-2024

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#### Focus

The committee focuses on:

- Staff performance management
- Budget and finance
- Governance
- Premises and services
- Strategic planning

#### Membership

- The membership of this committee will be not less than two Governors.
- Staff governors may serve on this committee.
- At least two governors must be non-staff governors.

#### Quorum

The quorum shall be two Governors. If membership reaches more than five then the quorum shall be one half of that number.

#### Meetings

- The committee will meet a minimum of three times per academic year.
  - Additional meetings may be called as required to discharge the responsibilities and functions of the committee.
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#### The committee will:

1. Appoint a Chair at the first meeting of every year.
2. Support and challenge the Headteacher to deliver the Leadership and Management School Development objectives.

#### Notes:

- Disciplinary, grievance and appeals committees will be formed from the membership of the entire governing body as required.
  - Performance management of the Headteacher is delegated by the governing body to the Headteacher's Performance Management committee.
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### Terms of Reference

#### Staff performance management

1. Moderate the Staff Performance management process.
2. Review and approve priorities for staff CPD, monitoring the impact of any external support.
3. Ensure system for dealing with discipline and grievances is in place and that staff are aware.
4. Support the HT in dealing with any discipline and grievance issues - specific discipline and grievance proceedings will be heard and managed by an ad-hoc group of governors drawn from the entire governing body.



## Budget and Finance

1. Prepare annual budget for FGB approval, taking account of the agreed school priorities.
2. Prepare and review financial policy statements, including consideration of long term planning.
3. Monitor use of the budget. Provide a report with recommendation to the FGB (minimum 3 x per year)
4. Monitor the income and expenditure of all public funds including Pupil Premium and Sports Premium, through reviews of ledger and audit reports.
5. Audit all non-public funds for presentation to the FGB.
6. Complete and maintain the SFVS (Schools Financial Value Standard).
7. Benchmark income / expenditure against similar national and local schools. Report findings to FGB.
8. Support the Headteacher and Business Manager in all budgeting and financial matters, and agree level of delegation to same for day-to-day financial matter.
9. Monitor payroll activities.

## Governance

1. Maintain a review of the current register of policies (relevant to this committee) to ensure Policies are reviewed and updated by the relevant committee or staff and ratified by the FGB.
2. Identify areas where new policies (relevant to this committee) are needed and delete policies are that are no longer valid – report on this to the FGB.
3. Monitor the adherence to policies (relevant to this committee) across the school.
4. Maintain a watching brief on staffing structures to ensure continuity planning.
5. Maintain a watching brief of Government policy regarding school management/governance (Academies etc).
6. Monitor inclusion – ensuring the school gives support to disadvantaged children and those who have additional barriers to learning.
7. Minimum of 2 visits per committee per academic year to fulfil statutory duties.

## Premises and services

1. Review the asset management plan and develop a property maintenance plan.
2. Approve the costs for maintenance, repair and redecoration in line with the Scheme of Delegation.
3. Oversee the preparation and implementation of contracts with outside contractors in line with the Scheme of Delegation.
4. Consider opportunities for lettings of school premises to generate income.
5. Discuss Capital projects prior to financial commitment to ensure they fall in line with SDP/agreed budget proposal

## Strategic planning

1. Ensure long-term financial success through close management of the budget.
2. Review current and projected pupil numbers.

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**Date:**

**Signed (Chair of the Leadership and Management Committee):**

**Approved by the Governing Body - Signed (Chair of Governors):**