



Strategic Committee Terms of Reference

Membership (6)	Chair of governors, Vice-chair of governors, Headteacher, LA Governor, 2 Foundation governors with relevant experience
Attendees	SBM for finance matters, Deputy Headteacher
Election of chair	Appointed annually by the FGB
Quorum	At least 3 governors and the Headteacher; attendees do not count towards the quorum
Meetings	At least 7 meetings per annum
Agendas/ Papers	To be distributed 7 days in advance of a meeting
Clerking	Appointed by the FGB
Reporting	Minutes to go to next FGB meeting
Review process	Terms of reference to be reviewed annually
Voting rights	Members listed above have full voting rights. Attendees have no voting rights. The Committee chair will have a second or casting vote where there is an equal division of votes.
Overall remit of the committee	To provide strategic direction and accountability for key aspects of school performance (pupil performance, financial monitoring) and to support the process of academisation

Responsibilities and delegated powers

School improvement and pupil performance

1. To monitor progress against the **Ofsted areas for improvement** (*Section 5 Inspection report, October 2014*)
2. To prepare, with the Headteacher, a *termly* **Raising Attainment Plan (RAP)**.
3. To monitor and evaluate progress made against improvement priorities in the RAP, including analysing **pupil performance data** on a termly basis.
4. To receive **reports** from the senior/middle leaders on progress made against RAP improvement priorities.
5. To set, with the Headteacher, end of year **targets** for the quality of teaching and learning and for pupil outcomes (attainment and progress), for all year groups
6. To receive reports from **external consultants** (e.g. LA SPA) on school performance
7. To prepare, with the Headteacher, the **school self-evaluation** report for Ofsted and school improvement purposes
8. To work with key external agencies (i.e. DFE, RSC & LA, potential sponsors) to support the process of **academisation**

Finance

1. To determine, review and approve a **Financial Management Policy** for public funds and private funds which reflects the requirements of the Local Authority's Financial Management Scheme and Financial Regulations.
2. To determine, review and approve **other finance policies** including:
 - a. Charging and Remissions policy
 - b. Governors' expenses policy.
3. To review and approve a detailed **annual budget plan** (revenue/capital expenditure) taking into account priorities in the RAP.
4. To monitor performance against the **deficit recovery plan** (as agreed with the LA)
5. To monitor **actual spend** against the budget, including reviewing SBM reports on income, expenditure and commitments for all the school's activities for the financial year. To approve action when budget shows **variance** from the agreed plan.
6. To agree any **expenditure or virement** (i.e. transfer of money from one budget line to another) beyond the powers delegated to the Headteacher, as determined in the School's Financial Management Policy.
7. To review all **short-term and long-term financial planning** (i.e. 3-year budget forecasts) as prepared by the SBM and agree follow up action as necessary.
8. To review and approve the school's **staff structure**, including management structure, on an annual basis.
9. To establish and review the principles and objectives of the approach to cases of **hardship** and ensure they are accurately reflected in the relevant policies (e.g. Charging & Remissions Policy).
10. To review and agree **contracts** for goods and services drawn up by the school in accordance with the school's financial management policy, seeking external professional advice as necessary.
11. To monitor and review the processes by which the school achieves **best value** in its use of funding.
12. To **benchmark** the school's income and expenditure annually against other similar schools, agreeing any follow up action to improve effectiveness in use of funds.
13. To receive and review the **inventory/asset register** on an annual basis
14. To ensure the school's **insurance** requirements are adequately covered.
15. To monitor **Pupil Premium funding** to ensure money is spent on improving outcomes and publish an impact report. To publish a PP strategy for each academic year.
16. To receive and consider reports from the LA's **auditors** and prepare an action plan, as appropriate, in response to audit findings
17. To review the school's annual **capital expenditure plan** which identifies priorities based on condition and need
18. To review the school's financial management and governance arrangements using the **Schools' Financial Value Standard** (SFVS) document and take action to address any gaps
19. To monitor the **private school fund** (income and expenditure).
20. To appoint an **external auditor** for the school private fund

Approved by FGB: 20 June 2017

Date of next review: Sept 2018