



Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service

Planning and Organisation Committee

Terms of Reference

Membership

The Committee will comprise of no fewer than five governors plus associate members as agreed by the Governing board.

Quorum

The quorum for meetings of the Committee is a minimum of three governors including the Executive Headteacher

Clerking

Will be clerked by the Clerk to the Governing Board

Meetings

The Committee will meet at least once a term in advance of the main governing board meeting, with additional meetings as necessary. The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers is confidential does not have to be made available for inspection. In the absence of the chair another governor will be identified to chair the meeting. In the absence of a clerk the Committee will identify one of their members to act as clerk who is not the Executive Headteacher.

General

- To act on matters delegated by the Full Governing Board
- The Committee will act in accordance with the Standing Orders
- To liaise and consult with other committees as necessary
- To consider safeguarding and equalities implications when undertaking all committee functions
- To receive reports from the Federation in sufficient detail to undertake planning, monitoring and evaluation and thus support the Governing Board to fulfil its strategic role. The committee will involve the Federation's schools headteachers and in consultation with the Executive Headteacher, involve other senior leaders, as appropriate.

Specific responsibilities for Planning and Organisation Committee

Policies

- Staffing policies not required to be approved by the Governing Board.
- Other policies as appropriate excluding pupils and learning not required to be approved by the Governing Board
- To review Federation policies as required having regard to changes in legislation and
- Any guidance issued by the Secretary of State, reporting or making recommendations to the full governing board. In agreeing policies,

Financial Policy and Planning

- Review and scrutinise all additional financial policies, including a charging and remissions policy.
- To review and scrutinise for Governing Board approval a three year plan taking into account priorities of the Federation improvement/development plan, roll projections and signals from central government and the LA regarding future years funding budgets, within the constraints of available information
- To review and scrutinise for Governing Board approval an annual federation budget and staffing structure taking into account the priorities of the Federation Development Plan ensuring that
 - Sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Executive Headteacher and other costs relating to personnel e.g. training
 - Longer term salary budgets and other costs relating to staff are established

Financial Monitoring

- To monitor in conjunction with the FGB the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- Agree effective procedure and processes for monitoring the budget ensuring value for money and financial probity.
- Keep under review the Federation's financial procedures and controls including the scheme of delegation in financial matters and the level of delegation to the Executive Headteacher for the day-to-day financial management of the Federation for approval by the FGB.
- To report back where necessary to the full governing board and to alert them of potential problems or significant anomalies at an early date.
- Ensure that voluntary funds or other such funds are audited and appropriate records are kept;
- Establish and keep under review procedures for governors to claim expenses
- To review, and scrutinise School Financial Value Standard (SFVS) for FGB approval
- To undertake any remedial action identified as part of the SFVS.

Premises, Health and Safety

- To provide support and guidance to the Governing Board and the Executive Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues
- To inform the Governing Board of the report and set out a proposed order of priorities for maintenance and development for the approval of the Governing Board
- To arrange professional surveys and emergency work as necessary
- Ensure the safe management and maintenance of asbestos, fire safety and statutory testing. For maintained schools, both Local Authorities and schools have responsibilities for the repair and maintenance of premises.
- Agree the lettings and charges policy for the use of Federation premises
- Keep the health and safety and emergency procedures and policies under review, ensuring that necessary checks and assessments are carried out and prioritised for action

Engagement

- To monitor the Federation's publicity, public presentation and relationships with the wider community
- To ensure that all statutory requirements for reporting and publishing information are met and the Federation's website content is fully compliant and presented in an accessible way

Associated Panels

- Pay Panel
- Procurement and Contracting Panel

Pay Panel remit

- ❖ Ensure a review of the whole Federation pay policy to take account of local and national developments and make appropriate recommendations to the Governing Board;
- ❖ Ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document and appraisal regulations**;
- ❖ Ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- ❖ Consider the recommendation of the Executive Headteacher's
- ❖ performance review group in relation to the Executive Headteacher's pay.

**Anyone employed to work at the Federation other than the Executive Headteacher must withdraw from this item

***Anyone employed to work at the Federation including the Executive Headteacher must withdraw from this item

Procurement and Contracting - Contracts Panel Remit

- ❖ To support and challenge the Federation in the procurement and monitoring of contracts
- ❖ To ensure that best practice is followed in the letting of contracts with a structured approach taking account of the Federation policies and procedures
- ❖ To ensure as far as possible and appropriate that all contracts are approached from a federation perspective giving economies of scale and value for money.
- ❖ To ensure that all contracts are regularly reviewed so that procurement and contracting processes are put in place in a timely manner leading to the contract being let and implemented on time.
- ❖ To receive regular reports from the Federation on the performance of contracts resulting from effective monitoring by federation staff.
- ❖ To receive reports from federation staff on any underperforming contracts and the action taking place to resolve the issue.
- ❖ Avoid as far as possible rollover contracts unless there is a strong rationale for this approach.

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Agreed June 2021

Review and amended June 2022

Next review 2023