

THE GOVERNING BODY OF ELTHAM HILL SCHOOL



TERMS OF REFERENCE – OPERATIONS COMMITTEE

Purpose

1. The purpose of Operations Committee is to provide strategic oversight and direction to ensure financial stability, a safe school environment, efficient catering services and the procurement of large contracts.

To ensure all policies are in place to support the Operations Committee and school. The Operations Committee is a sub-committee of the Full Governing Body.

2. The Operations Committee informs the Strategy Committee of any recommendations, actions and decisions that impact on the school improvement plan and self-evaluation form.

Structure

3. Ten Governors, who are voting members, will constitute the Operations Committee.
4. Governors will be nominated and approved to serve on the Operations Committee by the Governing Body. The Operations Committee will also consist of Ex-officio members (non-voting), including the Operations Director and Premises Manager.
5. A quorum shall consist of five voting members. Additionally, where a quorum consists of an even number of voting members the Chair of the Operations Committee has the majority vote.
6. The Chair will designate a Vice-Chair among the voting Governors to act on his or her behalf when he or she is unavailable.
7. The Operations committee will meet in full three times a year (once each school term). To support the work of the full committee, there will be additional meetings or conference calls on the financial performance of the school between the chair, vice chair, principal and Director of Operations six times a year (once each half-term).

Finance roles and responsibilities

8. To ensure that effective financial policies and procedures are in place so that the School complies with best practice and all legal requirements.
9. To recommend an annual budget to the Governing Body at its spring term meeting and prepare a final budget for its summer meeting.
10. To review financial performance against the budget every half-term.
11. To consider major items of expenditure not covered by the limit set by the Scheme for Delegation.
12. To undertake long-term financial planning, including considering financial risks and the school's plans for development.

13. To ensure that the pupil premium is used to enhance the students' learning.

Premise roles and responsibilities

14. To ensure that effective policies are in place for the management of the school premises.

15. To consider long-term planning proposals, including considering the school's plans for development.

16. To ensure that the school's resources, including ICT and catering, are appropriate and adequate to provide a high quality learning environment.

Current Operations Committee membership:

DIANA DEVINE (CHAIR)
SEMO SERROUKH (VICE-CHAIR)
MADELEINE GRIFFIN
CHRISTINE BUTLER
JACK STONE (OBSERVER)
DIANE GODWIN (OBSERVER)
KEITH SHUFF
HOWARD NICHOLSON
STEVE ROBINSON
JANIS NEWMAN
BARBARA LEVINSON
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APPENDICES

A. List of policies of the OPERATIONS Committee

B. The OPERATIONS Committee Scheme for Delegation