

Upton-upon-Severn CofE Primary and Pre School
Business Committee
Audit of Terms of Reference 2024-25, undertaken in November 2025



Terms of reference	Dates of Business Committee meetings				
	18 Sept. 2024	11 Nov. 2024	5 Feb. 2025	30 Apr. 2025	2 July 2025
Finance					
Ensure that the committee operates within the recommended financial regulations and guidance	X	X	X	X	X
Develop and endorse in conjunction with the Head and approved external support, the school's operational budget, including revenue, income and DFC*, and monitor spending *Devolved formula capital	X	X		X	
Consider a budget position statement including virement decisions at least termly and report significant anomalies	X	X	X	X	X
Monitor expenditure of all voluntary funds kept on behalf of the GB (1)					
Make decisions in respect of service agreements	X	X	X	X	X
Ensure that priorities in the school development plan are appropriately costed					
Develop monitor and review annually the schools financial value standard (SFVS) to include risk assessment and benchmarking and develop an action plan accordingly			X		
Make decisions on expenditure following recommendations from other committees		X	X		X
Draft and keep under review the staffing structure, in consultation with the Headteacher and school improvement committee, with a view to maintaining financial viability		X	X		X
Review and monitor the budget implications of the SDP					
Consider the future viability of academy membership		X			
Health and safety					
Ensure, as far as is practical, that Health and Safety issues are appropriately	X	X			X

prioritised					
Advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises	X		X		
Oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to GB policy					
Premises maintenance and development					
Oversee arrangements for repairs and maintenance	X		X	X	X
In consultation with the Headteacher, oversee premises-related funding bids	X		X		
Establish and keep under review an asset management plan					
General					
Report back to the governing body	X	X	X	X	X
Policies					
To maintain, review, amend and test under delegated powers/individual responsibilities for ratification by FGB	X	X		X	
Governors agreed to adopt all policies as updated by an external company until reviewed by the GB (2)					

(1) No voluntary funds are currently held.

(2) All finance-related policies adopted are based upon those produced by the local authority.