

## **The Garden Operations Committee Terms of Reference**

The Operations Committee is responsible for ensuring that the deployment of the Garden's financial, physical and human resources optimises the effective implementation of the School Development Plan and supports the day to day education, happiness and well-being of the school's pupils.

The quorum for the Operations Committee shall be 3 members present and it shall hold at least one meeting per term. Membership of the Operations Committee is determined by the Governing Body.

The Governing Body delegates to the Operations Committee the responsibilities listed below and other such ad hoc responsibilities as it may from time to time delegate:

### *Finance*

- Review annual and medium term budgets that reflect the school's prioritised educational objectives.
- Review the budget to Governors for approval in line with School Development Plan.
- Review expenditure against the budget, act on significant variances at termly Committee meetings and report compliance with the budget to the Governing Body.
- Review any unplanned but necessary expenditure and ensure that it is approved in accordance with current school policy.
- Review allocation of surplus funds in line with agreed priorities.
- Review virements between budget headings below the delegated limit.
- Review the effectiveness of the committee annually and provide written minutes to the Governing Body.
- Review implementation and compliance with the Schools Financial Value Standard.
- Review outcomes of audits and monitor implementation of actions arising therefrom.

### *Premises and Health and Safety*

- Review planned maintenance, decoration, and equipment/furniture renewal.
- Review school keeping, cleaning, grounds maintenance and security arrangements.
- Oversee compliance with standards for health and safety on school premises and regularly review the Health and Safety policy and its implementation.
- Monitor staff and pupil health and safety issues arising.
- Review the asset register.

### *Staffing*

- Review shadow staffing structure and monitor implementation through recruitment and retention.
- Ensure that health & safety, welfare, disciplinary, grievance and other formal procedures are known by staff.
- Review trade union relations and relevant matters arising.
- Review aggregate staff performance with regard to punctuality, illness and absences.
- Review staff satisfaction and the culture of the school as a workplace.
- Review recruitment, performance management and other staffing practice and procedures.