Christ the King College

Business & Management Terms of Reference 2026-2027

1. MEMBERSHIP:

The committee shall consist of:

- At least four Governors including Headteacher
- Co-opted non-voting members as appointed by the Governing Body
- The Clerk to the Governors

The Committee shall elect its own Chair at its first meeting and the College shall be represented by the Business Manager and any other members of staff as considered appropriate by the Headteacher, but those persons will not be entitled to vote, unless they are a Governor.
Pay Committee is a sub committee of Business and Management

2. QUORUM:

The quorum shall be three members of the Governing Body.

3. MEETINGS:

The committee shall meet at least once per term; routinely 6 times per academic year, and otherwise as required.

All meetings are to start and end with a prayer.

4. TERMS OF REFERENCE:

This committee will support the Christ the King Strategy and Vision by:

- Ensuring the effective and ethical stewardship of all our resources in order to provide a positive and sustainable environment in which to work and learn
- Embracing all opportunities to work collaboratively with our family of diocesan schools and other educational and community partners and stakeholders
- Supporting the recruitment, development and celebration of leaders, teachers, support staff and governors who are committed to our Christ the King ethos.
- Monitoring the effectiveness of CPD and Performance Management to encourage, challenge and support.

To achieve this, the committee will:

- Systematically challenge the College so that the effective deployment of staff and resources, including the Pupil Premium or other specific funds are used to

achieve maximum impact.

- Review the School Development Plan, Maintain an up to date 3 year site strategy plan identifying the development needs of the College and the associated financial planning to support the development.

- Ensure that the College operates within the Funding Agreement delegated to it via the LA.

    - Review and approve levels of insurance cover on an annual basis.

- Ensure the financial implications of safeguarding are included in all financial planning.

- Monitor the financial status as presented by the Business Manager at each meeting and report significant anomalies to the Governing Body.

- Ensure the Finance Practice and Procedure complies with the guidance given by the DfE and LA.
- Work with the Business Manager to ensure sound systems of internal financial control are maintained and that financial considerations are fully considered in reaching decisions.

- Recommend to the Governing Body the appointment of auditors/accountants/providers of benchmarking required to carry out any necessary compliance checks.

- Present the Annual Report and Accounts to the Governing Body for approval ensuring information included complies with the guidelines laid down by DfE and LA.

- Raising additional money through the Governors' Fund and managing tax relief on donations in accordance with HMRC Regulations.

    - Monitor the income stream and use of the Governors' Building Fund.

    - Review Service Level Agreements as appropriate.

    - Monitor educational output to ensure value for money.

- Make decisions on expenditure following recommendations from other Committees.

- Monitor the College website for compliance and effectiveness.

- Monitor the level of complaints and have a clear understanding on the main issues and at what level in the policy they are resolved.
- Ensure the College operates within the principles of Best Value.

- Ensure, as far as practical, that Health and Safety issues are appropriately prioritised.

- Review and approve charges for College activities and hire of facilities.

- In consultation with the Headteacher, oversee premises-related funding bids or other bids to raise additional revenue.

- Oversee arrangements, including Environment and Health and Safety, for the use of College premises by outside users, subject to Governing Body Policy.

- Review changes in legislation that affect funding of the College to identify any opportunities or threats that may impact the financial management of the College.

- Act as an In-Year Admissions Committee

5. THE COMMITTEE WILL SCRUTINISE THE FOLLOWING POLICIES FOR APPROVAL AT LGB COMMITTEE LEVEL:

Policy/Document Title	Approval by	Scrutinised by
Allegations of Abuse Against Staff	FGB	B & M
Allergens & Anaphylaxis	B & M	B & M
Attendance Management Staff (IWC Adopted)	FGB	B & M
Capability Procedure (Support Staff) IWC Adopted	FGB	B & M
Charges and Remissions	FGB	B & M
Complaints Procedure	FGB	B & M
Data Protection/Freedom of Information/GDPR	FGB	B & M
Disciplinary Policy & Procedure (IWC Adopted)	FGB	B & M
Early Careers Teacher Induction	B&M	B & M
Emergency Management and Disaster Recovery Plan	FGB	B & M
Family Friendly (Maternity & Paternity) (IWC Adopted)	B & M	B & M
First Aid	B & M	B & M
Flexible Working (IWC Adopted)	B & M	B & M
Freedom of Information	FGB	B & M
Governors' Allowances	FGB	B & M
Governors Scheme of Delegation	FGB	B & M
Health and Safety	FGB	B & M
Infection Control Policy	B & M	B & M
Invacuation, Lockdown and Evacuation Policy	FGB	B & M
Legionella Policy	B & M	B & M
Lettings Inc Mini Bus Policy	B & M	B & M
Online Safety	B & M	B & M
Parent Code of Conduct	FGB	B & M
Probation	FGB	B & M
Resolution Policy (incl Grievance & Dignity at work) IWC	FGB	B & M
Restructuring, Redundancy and Redeployment Policy	FGB	B & M
Safer Recruitment	FGB	B & M
Security Policy	FGB	B & M
Shared Parental Leave Policy (IWC Adopted)	B & M	B & M
Special Leave Policy	FGB	B & M
Staff Code of Conduct	FGB	B & M
Staff Wellbeing	B & M	B & M
Supporting Pupils with Medical Conditions	B & M	B & M
Teacher Pay (IWC Adopted)	FGB	B & M
Teacher Performance management, Appraisal & Capability	FGB	B & M
Violence Towards Staff	FGB	B & M
Volunteer Policy & Code of Conduct	FGB	B & M
Whistle Blowing	FGB	B & M
16-19 Bursary Fund Policy, statement & Application Form	B&M	B & M

6. MONITORING REPORTS THROUGH THIS COMMITTEE

Report	Frequency
Complaints	Termly
Health and Safety	twice year
Financial statements including budget forecast and outrun	Each Meeting
Business Manager's report	Each meeting
Comparative national performance data, benchmarking	Yearly
Governors' Private Fund	Yearly
Risk Register	Yearly
Audit Reports	As received
Website Compliance	Yearly

Other reports may be issued as required by the committee in line with the Terms of Reference.

7. REVIEW:

The Terms of Reference shall be reviewed annually at the last Strategic Leadership Committee meeting of the Summer Term and recommended for approval at the final Full Governing Body meeting of the academic year to ensure that they remain current.

Signed: 

Date: 21st July 2026