

THE DUTIES OF THE COMMITTEES OF THE GOVERNING BODY IN SUPPORTING LEADERSHIP AND MANAGEMENT

Please refer to Subcommittee Arrangements

AUTUMN TERM	SPRING TERM	SUMMER TERM
<u>LEADERSHIP & MANAGEMENT</u>	<u>LEADERSHIP & MANAGEMENT</u>	<u>LEADERSHIP & MANAGEMENT</u>
REVIEW HEAD TEACHER PERFORMANCE REVIEW PERFORMANCE MANAGEMENT POLICY <u>CURRICULUM</u> CURRICULUM ISSUES <u>FINANCE, BUILDINGS AND PERSONNEL</u> REVIEW EXPENDITURE AND SPENDING REVIEW BUDGET (SFO STATEMENT – AUGUST) REVIEW MATRIX OF FINANCIAL MANAGEMENT COMPETENCY ESTABLISH FINANCIAL MANAGEMENT TRAINING NEEDS REVIEW BENCHMARKING DATA AND PREPARE ACTION PLAN (FMSIS DOC. 25) REVIEW FINANCE MANUAL (FMSIS DOC. 1) FINANCIAL RISK AND CONTROL CHECKLIST REVIEW PREMISES REVIEW ASSET MANAGEMENT PLAN HEALTH & SAFETY STAFFING ISSUES <u>PAY REVIEW PANEL</u> REVIEW PAY OF HEAD AND DEPUTY REVIEW PAY OF TEACHERS ON UPPER PAY SCALE <u>SAFEGUARDING</u> SAFEGUARDING ISSUES	REVIEW HEAD TEACHER PERFORMANCE MONITOR SCHOOL DEVELOPMENT PLAN <u>CURRICULUM</u> CURRICULUM ISSUES <u>FINANCE, BUILDINGS AND PERSONNEL</u> REVIEW EXPENDITURE AND SPENDING REVIEW BUDGET (SFO STATEMENT – JANUARY) SET BUDGET REVIEW STATEMENT OF INTERNAL CONTROL (FMSIS DOC. 26) FOLLOW UP TO BENCHMARKING REVIEW BEST VALUE STATEMENT REVIEW FINANCIAL CONTROLS AND PROCEDURES MANUAL REVIEW FAIR FUNDING SCHEME COMPLETE FMSIS SELF EVALUATION FORM (FMSIS DOC. 27) REVIEW PREMISES HEALTH & SAFETY RISK MANAGEMENT AUDIT STAFFING ISSUES <u>PAY REVIEW PANEL</u> REVIEW PAY POLICY AND PROCEDURES (FMSIS DOC. 19) <u>SAFEGUARDING</u> SAFEGUARDING ISSUES	REVIEW HEAD TEACHER PERFORMANCE MONITOR SCHOOL DEVELOPMENT PLAN <u>CURRICULUM</u> CURRICULUM ISSUES <u>FINANCE, BUILDINGS AND PERSONNEL</u> REVIEW EXPENDITURE AND SPENDING REVIEW BUDGET (SFO STATEMENT – MARCH) REVIEW PUPIL FORECAST REVIEW SERVICE LEVEL AGREEMENTS REVIEW BUDGET REVIEW DFC EXPENDITURE REVIEW FINANCIAL SUMMARY INCLUDING: BALANCES COST CENTRE SUMMARY TRANSACTIONS CFR REPORT OUTTURN STATEMENT REVIEW PREMISES HEALTH & SAFETY STAFFING ISSUES REVIEW STAFFING STRUCTURE <u>PAY REVIEW PANEL</u> REVIEW PAY OF TEACHERS (NOT UPS) AND SUPPORT STAFF <u>SAFEGUARDING</u> SAFEGUARDING ISSUES