

Terms of Reference: DBE Business & Operations Committee

Introduction

The Business & Operations Committee (Committee) has been established to deal with the breadth of business and operational issues impacting the Diocesan Board of Education (DBE / Board), and the Diocesan family of schools that the Board directly supports. Through its oversight and management of the DBE's resources the Committee will directly support the Board in its delivery of the DBE's vision and strategy.

The diocesan values of generous faith, courageous hope and life-giving love will be at the heart of the strategies and decision making of the Committee.

NB: The Committee was previously known as The Finance & Property Committee and prior to that the Finance & Remuneration Committee. The change in the Terms of Reference ensures that it more accurately reflects the items and agenda now covered by the Committee.

Terms of Reference

The Committee will act on behalf of the Board in respect of the relevant provisions outlined in the Diocesan Boards of Education Measure 2021 (see Appendix).

The Committee will monitor the work of the diocesan officers and will:

- Review and approve the DBE's annual budget.
- Advise the DBE on the application of its budget in accordance with current legislation, regulations, and administrative arrangements. All decisions will be taken in the context of the known aims and objectives.
- Review the quarterly management accounts to ensure income and expenditure are broadly in line with the forecast budget, ensuring any material variances are explained. Where it is deemed necessary significant variances and key issues / concerns should be escalated to the Board.
- Advise the Board on financial strategy and policy within the resources available.
- Review and approve finance related policies in line with the published documentation review schedule. Policies include, but are not limited to, The Finance Manual, Reserves Policy, Investment Policy, Hospitality & Gifts, Trustee Expenses etc
- Review from time to time the financial memorandum and regulations for the supervision and control of financial procedures, accounts, income and expenditure of the DBE, together with such related matters as is considered necessary and desirable.
- Advise the DBE on the appointment, reappointment, dismissal and remuneration of accountants and auditors.
- Ensure all areas requiring insurance are adequately covered and reviewed annually.
- Deal with all (non-school) land, property and trust matters making recommendations to the Board as required.
- Obtain outside legal or independent professional advice it considers necessary in business and operational areas such as legal, property, finance etc.

- Review and approve business and operational policies (not finance specific), in line with the published documentation review schedule. Policies include but are not limited to The Risk Register; Procurement Policy; Complaints; Data Privacy; Menopause; Dying to Work etc.
- Request any information it requires from any employee, external audit, internal audit or other assurance provider.
- The Committee will brief and make recommendations to the DBE as required.

Delegated Powers

- The Committee is authorised to agree expenditure within the limits set in The Finance Manual.
- The Committee is authorised by the Board to agree and monitor finance for all School Condition Allocation (SCA) Projects for VA schools without seeking DBE approval.
- To review and agree the salaries of all DBE staff annually, using criteria in line with cost-of-living incremental remuneration agreed by the Board within the staffing structure agreed by the DBE.
- The Committee is authorised by the Board to formulate, review and monitor all business and operational policies to be ratified at a full board meeting.

Membership

The core membership will consist of no fewer than 3 members of the DBE with the Chair of the DBE ex-officio.

The committee may invite additional members who support the activity but who do not participate in any voting.

The Chair will be elected by the DBE and serve for the term of the Board.

In attendance

Diocesan Director of Education
Senior Business & Operations Manager

Meetings

The Committee will meet at least three times a year. It can agree to meet more frequently if deemed necessary.

Reporting

A summary of actions from each meeting will be submitted for the next DBE meeting.

Quorum

The Committee can only function if there are a minimum of 3 members present at the meeting. The Committee shall not meet without the Chair being present or someone nominated by the Chair.

Appendix

Relevant provisions from the Diocesan Boards of Education Measure 2021

Section 2

- (1) The DBE for each diocese must
- a. promote or assist in the promotion of education in the diocese that is consistent with the faith and practice of the Church of England;
 - b. promote or assist in the promotion of religious education and religious worship in schools in the diocese;
 - c. promote or assist in the promotion of church schools in the diocese;

Section 7 Advice

- (1) The DBE for a diocese may (apart from whatever advice it is required to give under the following provisions of this section) give advice on matters affecting church schools in the diocese to
- a. the governing bodies or proprietors of those schools,
 - b. the trustees of church educational endowments, and
 - c. such other persons concerned with education in the diocese as the DBE considers appropriate.

- (2) The governing body of a voluntary or foundation school which is a church school must obtain the advice of the DBE before
- a. beginning consultation under section 88C (2) of that Act about the admission arrangements proposed for the school.

- (4) The proprietor of an Academy which is a church school must obtain the advice of the DBE before
- a) beginning consultation about the admission arrangements proposed for the school.

- (7) The DBE for a diocese must give advice on whatever matters advice is sought from it under subsections (2) to (6).

- (8) Where the giving of advice under subsections (2) to (6) is to be considered at a meeting of the DBE, the following persons may attend the part of the meeting dealing with the consideration of the matter
- a) the headteacher of the school concerned,
 - b) the chair of the governing body, board of directors or trustees (as the case may be), and
 - c) one or two other persons (or such greater number as the DBE may allow) nominated by the governing body, the board of directors or the trustees.

- (9) Where a person who is entitled to attend a meeting of the DBE in reliance on subsection (8)(a) or (b) is unable to do so, the person may nominate another person to attend the meeting in his or her place.

- (10) A person attending a meeting of the DBE in reliance on subsection (8) or (9)
- a) may make an oral presentation or oral submissions to the meeting, and
 - b) may speak in response to a question put by a member of the DBE.

- (11) A person to whom the DBE for a diocese gives advice must, in carrying out a function to which the advice is relevant, have due regard to that advice.

Section 8 Consent

- (2) The governing body of a foundation school which is a church school must obtain the consent of the DBE before publishing proposals under that section for a change in the instrument of government which would result in the majority of governors being foundation governors.

- (6) Where the giving of consent under this section is to be considered at a meeting of the DBE, the following persons may attend the part of the meeting dealing with the consideration of that matter
- a) the headteacher of the school concerned,
 - b) the chair of the governing body or board of directors (as the case may be), and
 - c) one or two other persons (or such greater number as the DBE may allow) nominated by the governing body or the board of directors.
- (7) Where a person who is entitled to attend a meeting of the DBE in reliance on subsection (6)(a) or (b) is unable to do so, the person may nominate another person to attend the meeting in his or her place.
- (8) A person attending a meeting of the DBE in reliance on subsection (6) or (7)
- a) may make an oral presentation or oral submissions to the meeting, and
 - b) may speak in response to a question put by a member of the DBE.