

**Esher Church of England High School**  
**Efficiency Committee**  
**Terms of Reference**



**AIM**

The aim of this committee is to ensure that the provision of assets and infrastructure to support Teaching and Learning is monitored and reviewed and to ensure that the progress on priorities as defined by the School Development Plan and the Self Evaluation Form are monitored.

**MEMBERSHIP**

Membership of the Efficiency Committee shall be no fewer than three governors. Any member of the Governing Body is welcome to attend any committee meeting, but only the members of the committee are entitled to vote. From time to time, as the need arises, the committee may invite advisors, either from staff from within the school or external, to attend meetings.

**QUORUM**

50% of the membership must be present for the meeting to be quorate

**MEETINGS**

Termly, unless otherwise agreed by the members of the committee, as necessary.

**TERMS OF REFERENCE**

The Committee has delegated responsibility to:

- a) Monitor and Evaluate progress in achieving School Improvement Plan targets relevant to the work of the committee.
- b) Review and monitor those areas of Self Evaluation related to the work of the committee.
- c) Review and monitor the implementation of policies listed in the Provision Policy Review Schedule.
- d) Review in detail the Schools performance data related to the work of the committee.  
e.g. Financial Benchmarking, Absence and Staff turnover, Accidents reported, Maintenance and ICT response times.
- e) Review stakeholder feedback related to work of this committee.
- f) Prepare and review financial policy statements, including consideration of long term planning and resourcing in accordance with the School Improvement Plan.
- g) Set and present annual revenue and capital budgets to the Governing Body for approval.
- h) Monitor income and expenditure against budgets and formally report to the Governing Body at least once per term.
- i) Review annually the level of delegation to the Headteacher for the day-to-day financial management of the School – See Financial Administration Policy Appendix 7 Authorisation limits Purchases within budgetary provision
- j) Monitor School financial controls including procedures for the placing of contracts, in line with guidance provided by the DfE for procurement in Academies 'Buying Goods and Services – schools'. See Financial Administration Policy Appendix 6 Purchasing and Tendering Procedures.
- k) To review the staffing structure and job profiles in line with the needs of the school on a regular basis.
- l) To convene if necessary as a Redundancy Committee to draft, in consultation with staff, trades unions and professional associations, criteria for redundancy for approval by the Governing Body.
- m) Review Strategic Premises Planning and ensure that the school has a current Premises Management Plan in line with DfE guidance.
- n) To ensure the School provides a safe and secure environment.
- o) To ensure the School meets the statutory Health and Safety regulations and complies with statutory fire regulations.

**Signed:** ..... **Date:** .....