



GOVERNORS' FINANCE AND PREMISES COMMITTEE

Terms of Reference

Membership

- The committee will consist of five members of the governing body. The headteacher is a member of the committee by virtue of their post.
- Non-voting participants may be invited to meetings by the committee as and when required.
- The governing body will elect the chair of the committee and review the membership of the committee annually.
- The governing body may appoint non-voting associate members to the committee.

Quorum

The quorum will be a minimum of three governors, including the headteacher.

Meetings

These will take place once per half term and additionally as required.

The clerk to the committee will have responsibility for:

- taking minutes of meetings
- ensuring that the minutes are presented at the next full governing body meeting.

Finance Committee Responsibilities

- Provide advice support and guidance to the headteacher and governing body on all matters relating to school finances.
- Consider appropriate arrangements to ensure that the school meets the requirements of the Schools Financial Value Standard on an ongoing basis.
- Consider audit reports and make recommendations to the governing body.
- Recommend internal financial regulations for the financial management of the school.
- Monitor the use of all public funds and report to the governing body on a termly basis.
- Ensure value for money by making use of Consistent Financial Reporting data and other benchmarking information.
- Recommend virements between budget headings.
- Consider appropriate levels of reserves and balances.
- Consider budget plans presented by the headteacher.
- Recommend the budget for governing body approval.
- Review and make recommendations in respect of all policies in school related to school finances.
- Contribute to the school development plan with particular regard to long-term resource requirements.
- Review the annual audit of unofficial school funds and make recommendations to the full governing body.
- Form a response to any consultations regarding the scheme of delegation or the funding of schools.
- Review these terms of reference annually and take to the full governing body for approval.
- Ensure the budget for Nursery and Wraparound provisions is managed separately from the school budget, and that the provision does not have a negative impact upon the school's budget.
- Set fees for each part of the provision.

Health and Safety and Premises Committee Responsibilities

- Provide advice support and guidance to the headteacher and governing body on all matters relating to health and safety and the school premises.
- Take responsibility on behalf of the governing body for the condition of school premises including any repairs, alterations and major work necessary.
- In the case of major projects, act on behalf of the governing body in monitoring the progress of all plans and works.
- Ensure that health and safety arrangements in school meet statutory requirements and that all those in school or visiting the school are aware of those arrangements.
- Monitor the maintenance of the school site to include undertaking an annual inspection of the premises and grounds.
- Monitor and make recommendations in respect of the security of the premises.
- Consider safety inspection reports and make recommendations to the governing body.
- Review accident reports and make recommendations as appropriate.
- Review reports relating to fire drills and make recommendations as appropriate.
- Ensure that a risk audit is undertaken both on an annual basis and following any changes to the premises. This to inform any actions required.
- Consider the extended use of school premises, the health and safety requirements and matters related to the charging policy.
- Review and make recommendations in respect of the school health and safety policy.
- Contribute to the school development plan, to include producing an annual statement of recommended priorities for maintenance and development.
- Take account of the requirements of the Disability Discrimination Act.
- Review these terms of reference annually and take to the full governing body for approval.

Reviewed October 2023