



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

- a) To provide advice support and guidance to the headteacher and governing body on all matters relating to school finances.
- b) To consider appropriate arrangements to ensure that the school meets the requirements of the Schools Financial Value Standard on an ongoing basis.
- c) To consider audit reports and make recommendations to the governing body.
- d) To recommend internal financial regulations for the financial management of the school.
- e) To monitor the use of all public funds and report to the governing body on a termly basis.
- f) To ensure value for money by making use of Consistent Financial Reporting data and other benchmarking information.
- g) To recommend virements between budget headings.
- h) To consider appropriate levels of reserves and balances.
- i) To consider budget plans presented by the headteacher.
- j) To recommend the budget for governing body approval.
- k) To review and make recommendations in respect of all policies in school related to school finances.
- l) To contribute to the school development plan with particular regard to long-term resource requirements.
- m) To review the annual audit of unofficial school funds and make recommendations to the full governing body.
- n) To form a response to any consultations regarding the scheme of delegation or the funding of schools.
- o) To review these terms of reference annually and take to the full governing body for approval.
- p) To 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.
- q) To set fees for each part of the provision.

Health and Safety and Premises Committee Responsibilities

- a) To provide advice support and guidance to the headteacher and governing body on all matters relating to health and safety and the school premises.
- b) To take responsibility on behalf of the governing body for the condition of school premises including any repairs, alterations and major work necessary.
- c) In the case of major projects, to act on behalf of the governing body in monitoring the progress of all plans and works.
- d) To 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.
- e) To monitor the maintenance of the school site to include undertaking an annual inspection of the premises and grounds.
- f) To monitor and make recommendations in respect of the security of the premises.
- g) To consider safety inspection reports and make recommendations to the governing body.
- h) To review accident reports and make recommendations as appropriate.
- i) To review reports relating to fire drills and make recommendations as appropriate.
- j) To 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.
- k) To consider the extended use of school premises, the health and safety requirements and matters related to the charging policy.
- l) To review and make recommendations in respect of the school health and safety policy.
- m) To contribute to the school development plan, to include producing an annual statement of recommended priorities for maintenance and development.
- n) To take account of the requirements of the Disability Discrimination Act.
- o) To review these terms of reference annually and take to the full governing body for approval.

Reviewed October 2022