



## Terms of Reference for the Finance and Premises Committee

### General

- To act on matters delegated by the Full Governing Body (FGB).
- To liaise and consult with other Committees where necessary.
- To contribute to the Learning Improvement Plan
- To consider Health and Safety, Safeguarding and Equalities implications

### Meetings

Quorum: must be not less than three governor members of the committee.

Meetings will not be open to the public but minutes will be made available. Any matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the Chair, the committee shall choose an acting chair for that meeting from among their number.

In the absence of the Clerk the committee shall choose a Clerk for that meeting from among their number (someone who is not the headteacher).

Any decisions taken must be determined by a majority of votes of members present and voting – but no vote can be taken unless a majority of those present are governors.

### Finance Policy and planning

To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments for the committee, headteacher and other nominated staff.

To review, adopt and monitor all additional financial policies, including a Charging and Remissions policy, Governors Expenses Policy and Business Continuity Plan.

To establish and maintain a three-year financial plan, taking into the account priorities of the Learning Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.

To draft and propose to the FGB for adoption an annual school budget taking into account the priorities of the Learning Improvement Plan

To make decisions in respect of service level agreements.

To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

To ensure proper allocation of Pupil Premium and Sports Funding.

To ensure a Risk Register is maintained and to ensure the FGB are made aware of potential financial impact of identified risks.

## Financial monitoring

To monitor and benchmark the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, and ensure all money is well spent.

To receive at least termly budget monitoring reports from the headteacher.

To report back to each meeting of the FGB and to alert them of potential problems.

Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.

Local authority maintained schools:

- To **annually** review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

## Premises

To provide support and guidance for the FGB and the headteacher on all matters relating to the maintenance and development of the premises, grounds, security and environment.

To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.

To inform the FGB of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.

To arrange professional surveys and emergency work as necessary.

*Note: The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee Chair at the earliest opportunity.*

To create a project committee where necessary to oversee any major developments.

To ensure that the FGB's responsibilities regarding litter, refuse & dog excrement are discharged (Section 89 of the Environmental Protection Act 1990), so far as is practicable.

To monitor the preparation, tender process and implementation of contracts ensuring best value principles are adhered to and conflicts of interest are identified and managed.

## Staffing

To ensure that the school is staffed sufficiently for the fulfilment of the school 's Learning Improvement Plan and the effective operation of the school.

To establish a Pay Policy for all categories of staff.

To be responsible for the administration and review of the Pay Policy.

To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.

To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.

To recommend to the FGB staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.

In consultation with staff, to oversee any process leading to staff reductions.

To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.

To monitor staff wellbeing, absence and work/life balances and to ensure these are taken into consideration when making decisions.

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