



Finance and Premises Committee Terms of Reference

1 Membership

The committee will be chaired by a governor who is not employed by the school and who is not the Chair of Governors. The committee will include the Headteacher. The School Business Manager will be co-opted to serve the committee. The Clerk to Governors will be responsible for taking minutes and issuing them to all governors.

2 Quorum

The committee will be quorate when the Headteacher and 3 other governors (of whom at least 2 are not employed by the school) are present.

3 Meetings

There will be a minimum of one meeting per term; others will be convened as required.

4 Functions and responsibilities

a) Finance

1. To review the School's Proposal for the Budget each year in accordance with the School's needs and the priorities informed by the School Improvement Plan.
2. To recommend the Budget Proposal to the full Governing Body.
3. To review and understand, the allocation of Pupil Premium Grants within the overall school budget.
4. Hold the school to account for the actual PPG spend and associated outcomes. A formal review of this will be held at the first Finance Committee meeting following the publication of summer GCSE results
5. Confirm the satisfactory and signed audit of the Private Fund Account (also known as the School Fund).
6. To review the rates charged for the letting of the school.
7. To review the expenditure and present progress reports to the full Governing Body using original system data.
8. To oversee the effective Financial Management of the school through the latest "Schools Financial Value Standards" (SFVS).
9. To identify problems and recommend changes to keep revenue and capital expenditure on target.
10. To initiate action where necessary on the understanding that all decisions taken are reported back to the full Governing Body.

11. To review, on an annual basis, the school's financial procedures and those relating to assets and disposals.
12. To review and maintain the school's written policies for
 - a. Budget Management
 - b. Procurement
 - c. Assets and Disposal

b) Premises

1. To review the use of premises, grounds and facilities out of school hours, with regard to responsibilities for community use.
2. To assess the appropriateness and standards of accommodation, cleaning, caretaking, internal decoration and maintenance. Contracts will be let for cleaning and grounds maintenance in accordance with the advice from the Unitary Authority.
3. To consider the security and safety of premises, contents and grounds with particular regard to the Health and Safety at Work Act, Disability and other relevant legislation.
4. To ensure effective and efficient contracting and use of utilities.
5. To provide a strategic view of the development and monitoring of the premises.
6. To consider the Physical Environment section of the Accessibility Plan.
7. To regularly review and maintain:
 - a. The Lettings Policy;
 - b. The Health and Safety Policy;
 - c. The Accessibility Plan, Part 3
 - d. The Use of CCTV Policy and the Overview; and

5 Powers Delegated by the Governing Body

a) The Finance and Premises Committee

1. Must approve action when an expenditure line varies from the budget plan by +/-10%.
2. Must approve any school contracts or commitments the Headteacher may wish to enter into where the value is more than £10,000.
3. Review the allocation of capital funds for capital projects.

b) Headteacher

1. Will manage all areas of expenditure within the agreed budget plan on a day-to-day basis.
2. May vire between accounting codes up to £5,000 without prior reference to the Finance and Premises Committee, but must report such action at the next Finance and Premises Committee meeting.

The Headteacher and the Finance and Premises Committee will act so as not to exceed the overall total of the approved annual budget without the permission of other governors

6 Emergency Power

Urgent decisions normally requiring consultation with the Finance and Premises Committee can be taken by the Headteacher and the Chair of the Finance Committee or by the Headteacher and the Chair (or Vice Chair) of the Governing Body if it is not reasonable to delay the decision until the next committee meeting.

Reviewed February 2017