



November 2022

## Terms of Reference

### Finance and Premises Sub-Committee

- General Terms**
- To act on matters delegated by the full governing body.
  - To liaise and consult with other committees where necessary.
  - To contribute to the Learning Improvement Plan.
  - To consider safeguarding and equalities implications when undertaking all committee functions.

**Membership:** Seven governors including the Headteacher.

In addition, the governing body may appoint associate members to the Committee in order to draw on expertise and experience from both inside and outside the school.

**Quorum:** Four governors.

**Chair:** To be confirmed by the Governing Body at its first meeting in the Autumn Term, and to continue in office until a meeting of the Governing Body in the following Autumn Term.

**Clerk:** The Clerk to the Governors.

**Voting and Confidentiality:** All governor members have voting rights. Associate members will not have voting rights. Any decisions must be taken by a majority of votes.

- Meetings and Reporting back:**
- Three times a year
  - In the absence of the Chair, the committee should choose another Governor to act as chair for that meeting (someone who is not the Head Teacher).
  - In the absence of the Clerk, a Governor shall act as clerk.
  - Draft minutes of each meeting will be circulated with the agenda for the next FGB and be presented by the committee chair.

**Remit:** **Finance and Premises together**  
These two key areas of activity have been combined in one sub-committee because of their overlap. After staff costs, the most significant spending areas in the school are related to Premises.



### **Financial policy and planning**

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into account the 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 governing body 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.

### **Financial monitoring**

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- 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.
- To review, complete and submit the School Financial Value Standard (SFVS) and to undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by an external audit.

### **Premises**

#### **Preamble**

As a voluntary aided school, the governing body is liable for capital expenditure on:

- the existing buildings (internal and external), including those buildings previously known as 'excepted' (kitchens, dining areas, medical/dental rooms, swimming pools, caretakers' dwelling houses)
- perimeter walls and fences, even if they are around the playing fields
- playgrounds



- furniture, fixtures and fittings – including ICT infrastructure and equipment
- other capital items (which can include capital work to boilers or other services)
- The governing body has a legal responsibility for all building work carried out at the school, and should employ appropriately qualified building professionals as consultants.

#### Spending Powers

The committee can decide on how to spend the Major Repairs & Maintenance budget once the total sum has been agreed by the Full Governing Body.

The committee can enter into contracts (other than a staffing contract) related to premises, above £10,000 and below £25,000 per annum (above to be recommended to Governing Body for Approval; below delegated to the Head teacher), within the Repairs & Maintenance budget limits set out in the School Budget and agreed by Governors.

Any planned expenditure beyond this agreed higher figure or for other purposes needs to come to the Full Governing Body as a recommendation before it can be spent.

*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, and report back to the next committee meeting.*

#### **Governors' Delegated Powers**

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To provide Premises support for the school's strategic direction, objectives and Learning Improvement Plan; and making recommendations on accommodation, catering facilities, cleaning, decorating, improvement, development and maintenance.
- To establish and keep under review a Premises Improvement Plan.
- To establish and keep under review an Accessibility Plan.
- To consider, oversee and monitor any and all projects and proposals that affect the fabric and grounds of the school site.



- To ensure that an external annual inspection of the premises and grounds takes place. Also to ensure that a report is received by a Governor identifying any issues.
- To inform the governing body 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.
- To create a project committee where necessary to oversee any major developments.
- To review, adopt and monitor a Health and Safety policy, Lock-down policy, Lettings Policy and any other policies as the FGB decides fall to the committee.