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**TERMS OF REFERENCE FINANCE AND BUILDINGS COMMITTEE**

**LITTLE STOKE PRIMARY SCHOOL**

**Updated: 3 Jul 2019**

# Members of the Committee Meeting Dates for 2019/20

Refer to Governor Schedule for membership. Refer to Calendar of Meetings for dates

**Strategic Aims of the Committee to be achieved by July 2020**

* To examine Budget for Year 2020/2021 and forward to Full Governing Body for approval
* To maintain the expectations of School Financial Value Standard including the School Financial Regulations
* To have a clear plan for the development of the School.

 **Terms of Reference for Finance and Building Committee**

* The Committee will consist of a minimum of 5 Governors including the Head Teacher and the Chair of Governors (or their respective representatives).
* A quorum must consist of 3 Governors, one of which must be the Head Teacher (or their representative).
* The Chair of Committee will be voted on by the Committee. The Chair of Committee will be appointed annually from the Committee’s membership. The Head Teacher is not eligible to Chair.
* The Committee will meet at least 3 times a year and an Agenda will be sent to Committee members not less than one week before the meeting.
* Minutes of each meeting will be produced by the Clerk and circulated to all members of the FGB within two weeks of the meeting.
* Minutes will be signed by the Chair of Committee at the next Committee meeting.
* Immediately after the apologies, members should inform the meeting of any item they wish to raise under Any Other Business.
* The meeting will decide whether any item so identified should be raised under Any Other Business, whether it should be deferred to a subsequent meeting, or whether it should not be heard at all.
* Monitor Safeguarding SEND and Equality Policy linked to finance and buildings.
* To review/approve the Policies appropriate to this committee, referring to Policy review schedule and delegation planner.
* The Terms of Reference and Strategic Aim must be reviewed annually at the last meeting of the academic year, along with the composition of the Committee.

**The Committee’s role in regard to Finance**

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|  | **Activity** | **Tasks** | **Notes** |
| 1 | Planning the school budget | * Draft the formal budget plan of the financial year
* Establish and maintain an up to date 3 year financial plan
* Identify priorities with reference to the SDP.
* Examine projections for income and proposals for spending.
* Make recommendations to the FGB.
 | The budget must be approved by the FGB before submission in May. |
| 2 | Monitoring the School Budget | * Review the school budget at each meeting.
* To agree the revised budget in the autumn term.
* Brief the FGB on the performance of the School Budget.
* Identify areas of over/underspend during and at the end of the financial year and make recommendations.
* Receive financial report at each meeting.
* Monitor Sports Funding expenditure to ensure appropriate allocation.
* Monitor Pupil Premium Expenditure to ensure appropriate allocation.
* Monitor SEND allocation
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| 3 | Virements | * Decide upon virements, in line with delegation, in connection with annual allocations and in response to in-year budget variations
 | FGB to approve virements over £6,000 |
| 4 | Day to day financial management of the school | * Ensure orders are committed to the accounting system when the order is raised.
* Head to ensure expenditure remains within budget, unless F&BC has authorised overspend.
* Ensure a system is in place to note when the school receives goods, and tallying this with the invoice for payment.
* Ensure the maximum cash holding level in the safe is not exceeded.
* Ensure an inventory of items purchased by the school is maintained.
* Ensure attractive and portable inventory items are marked with a UV security pen.
 | Head to action all pointsF&BC to monitor |
| 5 | Purchasing | * Monitor purchasing procedures carried out by the school.
* Ensure 3 written quotes are obtained for one-off purchases over £2000 or for contracts over £2000.
* If tenders are required, the F&BC is responsible for organising the tender procedure for agreement by the FGB
 | Head may approve one-off purchases up to £6,000 within the budget.Finance Committee between £6,000 and £10,000.FGB to approve all expenditure over £10,000. |
| 6 | Audit | * Consider the response of the school following an audit report, and make recommendations to the FGB.
* Ensure the school fund accounts are audited on an annual basis.
* Check the inventory on an annual basis.
* Investigate financial irregularities and make recommendations to the FGB
 | Head to brief the F&BC on the content of audit reports and to make recommendations |
| 7 | Meetings | * Hold meetings as and when required but at least three per year.
* Ensure that minutes of meetings are taken to include those present, main discussion points, actions and those responsible for carrying out the actions.
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| 8 | Pay | * At least 1 member of this committee must be on the Pay Committee.
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| 9 | Other | * To deal with finance matters related to staffing.
* To review relevant policies in line with policy review schedule and the Business Continuity Plan
* To agree annually and follow, the Schedule of Delegated Authority.
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**The Committee’s role in regard to Premises and Health and Safety**

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|  | **Activity** | **Tasks** | **Notes** |
| 1 | Planning Strategies | * Plan programmes of priorities aimed at establishing standards of good practice in achieving acceptable levels of repair and maintenance.
* Formulate long-term strategies for improvements to general standards of premises and the school environment.
* Submit costed options of proposed improvements for inclusion in the SDP
 | Brief the FGB on future strategies for their approval, especially when finance may be an issue. |
| 2 | Premises and Grounds | * Ensure that routine maintenance is carried out within the budget set
* Maintain an overview of the general condition of the whole site.
* At least annually, walk all areas of the property and premises to carry out a condition survey.
* Maintain the premises within the overall budget set.
* Review caretakers report book.
* Liaise with the LA for developments that may benefit the school.
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| 3 | Contracts | * Agree what contracts need to be held in terms of quality/frequency.
* Prepare tender documentation and invite competitive tenders.
* Award contracts/ dismiss contractors.
* Monitor the contract.
 | Contracts may include grass cutting, grounds maintenance, window cleaning, annual fire checks, alarm tests, equipment hire/maintenance (e.g. photocopiers) |
| 4 | Health and safety | * Identify and meet training needs for all staff and governors involved with Health and Safety.
* The Governor with Special Responsibilities for Health and Safety, the Head, the Caretaker and the SchoolHealth and Safety Co-ordinator shall carry out mandatory Health and Safety Inspections at least once every Term and report findings back to this Committee
* Identify who is responsible for remedying the defect and initiate action to resolve the problem.
* Review procedures annually to ensure all relevant health and safety/fire safety aspects within the school are met.
* Annually review the health and safety policy for the school.
* Carry out health and safety risk assessments.
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| 5 | Lettings | * Bi-annually review the lettings policy to ensure it is still current.

Contact lettings people regularly, and report back any significant changes to committee. * To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
* Process any requests for lettings.
 | School Business Manager |
| 6 | Other | * To deal with any other Premises and Health & Safety issues not specified above
* To review relevant policies in line with policy plan and delegation planner.
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**Review annually in the Summer Term**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chair of Committee. Chair of Governors Headteacher**

 **Accepted and ratified by FGB on \_\_\_\_\_\_\_\_\_\_\_\_\_**