

## **VERNON PRIMARY SCHOOL**

### **Terms of Reference of Governors' Finance and Facilities Committee 25/26**

#### **General**

- The role of the committee is to support the governors in fulfilling their responsibilities by ensuring that its members undertake close and continuing interest in all financial aspects of the school and take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk.
- The committee has no delegated powers unless specifically given by the Governors.
- All financial decisions will be undertaken by the Governors, or by the Chair of the Governors, following consultation, in respect of urgent decisions. All such decisions must be reported to the Governors.

#### **Membership**

- The members of the committee, and its chair, who may not be an employee of the school, shall be appointed by the governors, or by the Chair of Governors.
- The committee shall consist of not less than three members. The quorum of the committee shall be at least three members of the committee including the Headteacher or designated deputy and at least two governors.
- At least one member of the committee shall have significant, recent and relevant financial experience. Membership should include a member of the Senior Leadership Team (SLT) with responsibility for the Environment, the Site Manager and the named governor for Health and Safety (H&S).
- Members of the committee shall be appointed for one year only, such appointments to be made at the first full Governors' meeting in the first term of the academic year.
- The Headteacher/Deputy Headteacher or Assistant Headteacher and the Business Manager shall attend all meetings of the committee.
- No one other than the members of the committee shall be entitled to attend meetings. The Chairman of the committee may, however, request other members of the Governors or members of staff to attend a meeting.
- The committee may make recommendations to the Governors for the addition of Associate Governor(s) who shall have the right to vote at its meetings.

#### **Frequency of Meetings**

- Meetings shall be held at least once per term and more frequently if deemed to be necessary by the majority of members.
- The Chairman or the Headteacher may request the committee to convene further meetings to discuss particular issues where their advice is wanted.

### **Agendas and Minutes**

- The agenda for meetings will be agreed by the Chair and circulated to the members of the committee, together with appropriate reports, at least seven days before a meeting.
- Minutes of every meeting shall be kept and form the basis of reports to the governors at their next meeting.

### **Duties**

The committee shall:

- Provide guidance and assistance to the Headteacher and the governors on all matters relating to the school's financial strategy, budgeting, plans, financial performance, premises and environment.
- Prepare and keep under review the school's statements on financial policy, including its long-term planning and resourcing in accordance with its Improvement Plan and the impact on funding, if any, of changes in pupil numbers forecasted.
- Ensure compliance with the Local Authority's financial regulations and procedures.
- Consider the annual budget of income and expenditure of all official funds and submit this to the governors for approval.
- Consider, and seek information on the school's actual financial performance and variations from its budget at every meeting: present a summary of this at the next meeting of the governors.
- Review the annual budget each term and recommend it for approval to the full governing board.
- Receive and review in draft the first formal budget plan of the financial year.
- Approve the final budget plan of the financial year and submit this to the Schools' Finance team within the appropriate deadline.
- Agree the level of delegation to the Headteacher and the Business Manager for the day-to-day financial management of the school.
- Consider all proposals for capital investment and make recommendations to the Governors.
- Address any matter with financial implications, referred to it by the governors and other committees of the governors.
- Commission special investigation on matters of particular concern relating to financial internal control.
- Review and monitor the internal financial controls in place within the school to prevent loss or fraud.
- Ensure that there are management arrangements in place to recognise and quantify material financial risks to the school, and the arrangements for dealing with those risks through avoidance, mitigation or controls.

- Ensure that there are arrangements in place for the audit of non-public funds and that reports are presented to the Governors.
- Establish and monitor the impact of, and review all the school's plans, policies and procedures relating to the environment and H&S and ensure that they support the Every Child Matters outcomes for children being healthy and staying safe
- Take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk
- Ensure that security measures for the protection of personnel and premises are effective and make recommendations for improvement as necessary
- Agree budget and devolved capital funding expenditure based on environmental surveys and plans and best value principles.
- Monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money
- Ensure that the school is obtaining value for money in relation to all environmental contracts including those awarded on its behalf by the Local Authority (LA); liaise with contractors and the LA as necessary
- Ensure that a responsible member of staff and a named governor for H&S are appointed as required by the governing board and receive the necessary support and training in their roles
- Oversee the letting and use of the premises and ensure that facilities are appropriately resourced and to review annually the school's charging policy in regard to the use of its facilities by outside parties, during and outside the school sessions, and the insurance arrangements in place by the school and hirer.
- Liaise with, consult with, and provide information to, parents and the wider community on matters relating to the environment, security, health and safety and use of community facilities as necessary
- Ensure that sufficient funding is allocated for all ICT requirements of the school, to keep all equipment in good working order, replacing where appropriate and software updated to facilitate all essential requirements of the school.