

KINGSDALE SCHOOL GOVERNING BODY

FINANCE & PREMISES COMMITTEE

TERMS OF REFERENCE

1. MEMBERSHIP

The membership of the Committee shall consist of not less than three governors. The Headteacher (Executive) has the right to attend all committees. Members of staff may be invited to attend at the discretion of the Committee.

2. Quorum

The quorum for meetings of the Committee shall be three governors/Directors.

3. Frequency of Meetings

The Committee shall meet at least five times per year.

4. Terms of Reference

4.1 To consider the financial implications of all areas of the School's activities and to advise where necessary the Governing Body of any funding issues which may arise.

4.2 To consider the financial implications of the School's Development Plan in consultation with the Headteacher (Executive) prior to its submission to the Governing Body for approval.

4.3 To consider the School's annual budget in consultation with the Headteacher (Executive) and appointed independent financial advisors prior to its submission to the Governing Body for approval.

4.4 To consider the annual audited accounts and governance statement prior to submission to the governing body and ensure these are filed with Companies House and published on the school website.

- 4.5** To approve the School's policies and decisions in relation to financial management, premises & facilities management and Health & Safety.
- 4.6** To ensure that the School meets all Financial Management Standards for Academies and requirements set out in the Academies Financial Handbook, Governors' Handbook and its Funding Agreement
- 4.7** To recommend to the Governing Body a Scheme of Delegation that clearly defines the responsibilities of the Governing Body, Finance and Premises Committee, Headteacher (Executive), Financial Advisors and School Staff for the financial, human and asset resource management of the school and maintaining robust internal control arrangements.
- 4.8** To monitor the expenditure of the School's annual budget and other income such as voluntary funds.
- 4.9** To authorise virements between budget heads in accordance with the School's Financial Scheme of Delegation.
- 4.10** To approve a Health and Safety policy and to make revisions which need to be made to this policy in accordance with statutory direction and other relevant guidance.
- 4.11** To ensure compliance with any statutory direction given by the ESFA/DfE in relation to Health and Safety, including carrying out regular health and safety checks. To liaise with the School's Health and Safety Committee or similar ad hoc body.
- 4.12** To receive regular reports from the Headteacher (Executive) and/or the school's finance officer/advisors on finance related matters.
- 4.13** To approve service agreements for such matters as grounds maintenance, school cleaning etc; to monitor any such financial agreements that may be made with other bodies. To oversee the preparation and implementation of significant financial contracts.

- 4.14** To advise the School, other sub-committees on matters of a financial or premises nature which the School, through its officers, wishes to receive governors' advice on.
- 4.15** To consider any audit report and respond to the recommendations of such reports.
- 4.16** To oversee arrangements for the use of the school premises by outside users.
- 4.17** To ensure that adequate insurance is provided for the School premises and contents.
- 4.18** To report the Committee's resolutions and recommendations to an ensuing meeting of the Governing Body if and when appropriate.
- 4.19** To determine any other matters referred to the Committee by the Governing Body or other sub-committee.
- 4.20** To document meetings through minutes, that will made be available to all Governors via the Clerk or secure governors' online portal.
- 4.21** To liaise, through the appointed member of the SMT, with the School on a regular basis on matters of relevance to this Committee.
- 4.22** To monitor and review the relevant sections of the School Development/Action Plan.
- 4.23** To monitor and review designated School Policies.
- 4.24** To ensure key information as required by the School Information Regulations, Equality Act and Academies Financial Handbook is published online on the School's website.
- 4.25** To liaise with other committees on relevant issues; to report to full Governing Body meetings as appropriate.