

## Finance and Premises Committee

***This Committee will discharge its duties in the spirit of and according to the Values, Equal Opportunities and Safeguarding policies of the School.***

### **Terms of Reference:**

*To engage fully in the annual self evaluation process and school improvement planning cycle, identifying strengths to celebrate, progress made and weaknesses to overcome*

*To know about and understand the strengths and weaknesses of the school by systematic scrutiny of information about pupil outcomes and to be proactive in seeking out a wide range of information about school performance including the views of staff, students and parents*

*To rigorously challenge, support and monitor progress on the agreed improvement priorities in the Raising Achievement Plan*

*To ensure an annual work plan based on the above, with particular reference to:*

- *value for money in the use of school resources, including staffing, as measured by pupils outcomes and in comparison to similar schools*
- *the most efficient use of income to achieve the school's aim of outstanding achievement*
- *monitoring the impact and effectiveness of spending within the School Improvement plan*
- *the engagement of partners, including business, to improve and extend the school's resources*

### **Delegated Powers:**

1. To ensure that the financial regulations and Standards for the School approved by the Governing Body are implemented.
2. To consider, agree with and formally approve the School's end of year financial position.
3. To consider, agree and formally approve the School's budget at the start of the financial year.
4. To exercise virement between budget heads for amounts more than those permitted to the Headteacher by the School's financial regulations. This shall not exceed 25% or £10,000; whichever is the smaller, without the approval of the full Governing Body.
5. To receive and respond to periodic audits of delegated funds.
6. To respond on behalf of the Governing Body to any consultations carried out by the local authority on the scheme of delegation.
7. To appoint an auditor for any account held in the School name and to ensure the annual audit of such accounts.
8. To monitor the maintenance and upkeep of the School premises and grounds in liaison with senior and premises staff.
9. To approve and agree for the School Development Plan a statement of priorities for maintenance and development of the buildings, including all aspects of health and safety.

10. Having sought the views of the Student Well-being, Parents & Community Committee, to consider, agree and formally approve the Charging and Remissions Policy.

The following will be discussed by the Committee but the final decision regarding implementation remains the preserve of the Governing Body.

**Non-Delegated Powers:**

- I. The endorsement of a Charging and Remissions Policy.
- II. The approval of alterations to the School premises when changes to the premises require DfES or Local Authority approval.

**Membership/Voting:**

To consist of a minimum of four Governors plus the Headteacher. Quorum to be minimum of three Governors. The Chair must be a Governor (not the Headteacher or Staff Governor). The Headteacher and Governing Body may nominate others to attend and they will be deemed to be Associate Members of the Committee. Any other Governor may attend the Committee.

Associate Members may vote with Governors on most issues, but the Chair (and Clerk) should be aware of any exceptions given in the "A Guide to the Law for School Governors". If the Chair, and/or a majority of the Governors present, deems a vote to be controversial they may delay the decision and refer it to the full Governing Body.

Agreed November 2015