



*Learning together with Respect, Friendship and Perseverance*

## **Terms of Reference and Standing Orders** **Finance, Premises and Health and Safety Committee**

### **1. Purpose**

To ensure the school has strategic plans in place to deliver effective teaching and learning within the school budget. This will include:

- holding the leadership team to account for the efficient use of resources – money, people and premises – to get the best educational outcomes for pupils.
- ensuring that funds allocated to the school for specific purposes (e.g. pupil premium, sports funding) are used effectively and that the impact of this funding is measured.
- to ensure the school provides a safe, healthy and sustainable environment for pupils, staff and visitors.

### **2. Membership**

The Finance, Premises, Health and Safety Committee will consist of at least six members. The following governors are members of the Finance, Premises, Health and Safety Committee: Stuart Homer (Chair), Penny Fowler (Vice Chair), Julian Easterbrook, Gaynor Cooper, Debbie Jacobs, plus the Headteacher, Carol Phillips.

Membership of the Committee will be reviewed once a year.

### **3. Quorum**

The quorum shall be three in total (including the Headteacher but not including Associate governors).

### **4. Meetings**

Members of the committee are entitled to seven days' notice of a meeting along with an agenda and any papers to be considered at the meeting. A shorter timescale may be given if the committee chair decides the issue needs urgent attention.

Other members of the governing body may attend any meeting of any committee, but they may not vote.

The rules for declaration of interest and withdrawal from the meeting are the same as for full governing body meetings.

The meetings will take place four times a year unless the Chair decides an additional meeting is required. At least one meeting will be arranged no later than one week before the final budget is due for submission to ODST.

### **5. Chairmanship**

The Chair of the Finance, Premises, Health and Safety Committee will be decided by the Committee members.

If the Chair is absent from a meeting, a governor may be elected to take the chair for the duration of that meeting.

### **6. Partnership with the Headteacher**

In carrying out its functions the committee will receive information and advice from the Headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

### **7. Minutes**

All committee meetings must be minuted. The Clerk to the Committees is Helen Roberts. In the absence of the Clerk, the Committee will appoint either a non-governor, or a governor who is not part of the committee to record the minutes of the meeting.

The Minutes will be circulated with the Agenda of the next Full Governing Body Meeting.

## 8. Terms of Reference

The Committee has delegated powers to carry out the following specific tasks:

### Financial Matters:

- a) To ensure the school adheres to the local authority's conditions of the 'Scheme for Financing Schools' and complies with the finance policies within the ODST Financial Manual
- b) To consider quarterly budget monitoring reports prepared by the Office and Finance Manager and any significant variance of income or expenditure against the budget, together with any proposed correction actions
- c) To review monthly Period End Control Reports issued to ODST by the Office and Finance Manager, ensure accurate accounts are being kept and key financial decisions properly recorded. To oversee the longer-term strategic planning of the school's finances
- d) To oversee the preparation of the annual budget plan and ensure it links to the School Development Plan priorities agreed by the Full Governing Body. To agree the final budget and recommend it for approval to the Full Governing Body. To ensure the approved budget is submitted to ODST by the agreed deadline
- e) To consider and approve any expenditure, contracts asset disposals or virements above the agreed level of delegation to the Headteacher for the day-to-day financial management of the school of £5,000
- f) To evaluate spending to ensure value for money in raising standards of education
- g) To approve any proposed changes to the in-year budget within the constraints of any statutory obligations or rules imposed by ODST
- h) To ensure the school's formal financial procedures (as set out in the ODST Financial Manual, schemes of delegation) are reviewed at least annually including paying attention to any recommendations made by internal or external audits
- i) To authorise signatories for the school bank account for notification to the ODST Finance team
- j) To ensure the audit of non-public (voluntary) funds
- k) To review procedures for governors to claim expenses
- l) To ensure a register of pecuniary and business interests for governors and staff is kept and is open to inspection, including inclusion on the Governor Information page on the school website.
- m) To review and approve the school's Charging and Remissions policy
- n) To review annually all insurance arrangements for the school
- o) To review annually the Risk Register
- p) In consultation with the Curriculum, Community and Personnel Committee, consider the effect on the budget of changes in pay structure and of any new appointments or changes in existing pay
- q) To consider and explore all means of external finance available to the school

### Premises and Health and Safety matters:

The Committee has delegated powers to carry out the following specific tasks:

- a) To ensure and monitor that statutory safeguarding procedures are followed
- b) To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- c) To ensure that the school's Health and Safety Policy is aligned with ODST's Health and Safety Policy and Health & Safety at Work Act (1974), that procedures are kept up-to-date and that the necessary arrangements are in place to ensure that all staff and pupils are aware of and comply with the policy
- d) To ensure that the Health and Safety policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School
- e) To ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare
- f) To monitor and oversee arrangements for building matters relating to construction, improvement, maintenance or repairs together with any required insurances
- g) In consultation with the Headteacher to monitor premises-related funding bids
- h) To oversee arrangements, including Health and Safety, for the use of school premises by outside users or for extended services, subject to Governing Body and Local Authority policy
- i) To annually review the Asset Management Plan
- j) To annually review the Accessibility Plan

- k) To consider reports by the Headteacher with regards to the impact on teaching and learning of the condition of the school site and buildings
- l) To ensure the security of school premises
- m) To monitor and review external contracts, considering proposals for renewal or otherwise as appropriate

**In addition, the Committee will:**

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body
- Contribute to governing body and school self-evaluation
- Plan, monitor and evaluate appropriate sections of the School Improvement Plan
- Prepare for the Governing Body any appropriate report to parents (or others) on matters relating to the work of the Committee

The Full Governing Body agreed these Terms of Reference on .....*2<sup>nd</sup> November 2021*... (date)

Signed.....(Chair of Committee)