



# GRAFTON PRIMARY SCHOOL

## FINANCE AND PREMISES COMMITTEE

### TERMS OF REFERENCE

#### 1. Membership

The membership of the Finance and Premises Committee (the **Committee**) shall be the Headteacher and at least two (2) governors appointed by the full governing body (the **Governing Body**). The Committee shall have such associate members as the Governing Body shall appoint. The Committee may take, and make, recommendations for these appointments. The convenor is the Chair of the Committee.

#### 2. Quorum

- a) The quorum shall be three (3) governors.
- b) The Committee shall not meet without the Headteacher being present or a substantive replacement nominated by the Headteacher.

#### 3. Responsibilities

##### i. Finance

- a) To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting and finance.
- b) To prepare and review financial policy statements, including consideration of long term planning and resourcing.
- c) To consider each year's annual management plan priorities and present an annual budget to the Governing Body for approval.
- d) To monitor the income and expenditure of all public funds (i.e. budget share, and other funds devolved by the LEA, for example, the Standards Fund) and report the financial situation to the Governing Body each term.
- e) To recommend the level of delegation to the Headteacher for the day-to-day financial management of the school (up to a maximum of £10,000).
- f) To vire funds, if necessary, within limits set by the Governing Body (up to a maximum of £30,000).
- g) To confirm the following delegated limits for approving expenditure:

Appropriate individual(s)	Authority to spend
Chair of the Governing Body	Any amount in excess of £10,000
Finance and Premises Committee	Any amount in excess of £10,000
Headteacher	£10,000
Associate/Deputy Headteacher	£5,000
Budget Holder	£1,500

Business Manager/SAO	£1,500
Premises Manager	£500

- h) To ensure the audit of non-public funds for presentation to the Governing Body.
  - i) To receive and, where appropriate, respond to periodic audit reports of public funds.
  - j) To be responsible for the completion of statutory compliance returns on behalf of the Governing Body (for example, the Schools Financial Value Standards).
- ii. Premises
- a) To contribute to the School Improvement Plan by ensuring a learning environment which supports the needs of staff and pupils.
  - b) To approve the costs and arrangements for maintenance, repairs and redecoration within budget allocation.
  - c) To consider the LEA's policies on security and health and safety and to recommend a policy for the school for adoption by the Governing Body.
  - d) To inspect the grounds and premises at least annually and prepare a statement of priorities for maintenance and development for the approval of the governing body.
  - e) To monitor the effectiveness of the school's health and safety arrangements, make periodic inspections of buildings, plant and equipment and report at least once a year to the Governing Body.
  - f) To oversee the preparation and implementation of building and site contracts.
  - g) To prepare a lettings and charges policy for external users for the approval of the Governing Body.

**General**

To attend relevant training courses and review available advice to ensure that the above responsibilities are carried out effectively.

**4. Records**

A written record shall be kept of all proceedings of the Committee and shall be submitted to the next meeting of the Governing Body. All papers considered by the Committee shall be available to all governors on request. Unless otherwise stated, the Committee shall abide by the rules and procedures applying to the Governing Body.

**5. Notice of Meeting**

The Committee shall meet once a term and otherwise as required. Members of the Committee shall normally be given at least seven (7) days' notice of a meeting.

**6. Chair and Vice-Chair**

The Governing Body from amongst the Committee's membership shall appoint the Chair and Vice-Chair of the Committee or delegate the Committee to do so at its first meeting of each academic year. The Vice-Chair shall have the powers of the Chair in the absence or non-availability of the Chair.

7. **Stakeholder Collaboration and Use of Technology**
- a) Engage appropriately with stakeholders and, in so doing, ensure stakeholders understand the role, structure and objectives of the Committee and Governing Body.
  - b) Whilst ensuring that the participation of governors at Committee meetings is "in person" as far as is possible, the Committee will adapt to the public health situation and governor's work commitments and allow for meetings and/or approvals to be conducted via email, telephone call and/or video conference call, provided that:
    - the Chair of the Committee considers it appropriate for such approval to be made in such manner;
    - such process may only happen twice during an academic school year (provided that if the public health situation prohibits meetings "in person", this requirement may be waived); and
    - it is recorded by the Clerk to the Committee in the relevant minutes of the meeting to which such approval relates.

**APPROVED: 14 November 2022**  
**TO BE REVIEWED BY: 13 November 2023**