

The Finance and Premises Committee Terms of Reference as adopted by full governors at their meeting on 9<sup>th</sup> December 2013  
Reviewed on 7<sup>th</sup> October 2019.

# Watcombe Primary School

## Finance and Premises Committee

*The primary purpose of the Finance and Premises committee is to take a lead in ensuring that the legal requirements are complied with and that good practice informs all work relating to budgetary matters, all matters arising from health & Safety and premises.*

***Quorum:***

Must be 3 Governors

***Meetings:***

The committee shall meet in line with Governors annual cycle.

***Terms of Reference:***

1. To provide guidance and assistance to the headteacher and Governing body in all matters relating to Property, school environment, budgeting and finance.
2. To set up and maintain a register of Governors Business interests.
3. To investigate financial irregularities (head suspected - and must not be in this meeting)
4. To investigate financial irregularities (others suspected - Head must be in this meeting)
5. To investigate and make decisions on dismissal payments and early retirement
6. To approve and set up an Expenses scheme for Governors
7. To prepare and review financial policy statements, (sign off) including consideration of long term planning and resourcing
8. To consider each years School Improvement Plan priorities and recommend an annual budget to the governing body which includes the delegation of the budget responsibilities to budget managers.
9. Regularly monitor actual income and expenditure against each budget and revised forecast for the year.
10. To monitor and sign off the school budget return twice per year.
11. To monitor and sign off SFVS annually.
12. Review reports by internal audit and the finance governor/responsible officer (if applicable) as to the effectiveness of the financial procedures and controls.

13. To ensure the audit of all non-pupil funds (school fund) for presentation to the FGB
14. To receive and respond, when appropriate, to audit reports of public funds
15. To appoint a nominated governor with responsibility for health and safety.
16. To appoint a nominated governor with responsibility for Sports Premium.
17. To ensure that the premises are developed in line with the school improvement plan to maximize the benefits to teaching and learning
18. To ensure that all members of the committee keep up to date with changes in roles and responsibilities

***Under delegated authority:***

1. To determine dismissal payments / early retirement
2. To make decisions on a Governors Expense Policy
3. To Approve those policies relevant to this committee:
  - Finance
  - Charging and remissions
  - Health and safety (including risk assessment, accident procedures, playground, safe working, COSHH, fire)
  - Governor expenses
  - Business continuity plan
  - Lettings