



Queen's Hill School Finance and Premises Committee: Terms of Reference

1. General Terms

- 1.1. Any decisions taken will be determined by majority vote
- 1.2. All meetings must have minutes taken by a member of the committee, agreed as accurate in the subsequent meeting
- 1.3. To meet monthly
- 1.4. To review policies and practices deemed appropriate for this committee
- 1.5. To act on matters delegated by the Full Governing Body
- 1.6. To liaise and consult with other committees as necessary
- 1.7. The Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- 1.8. In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- 1.9. In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher).
- 1.10. The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at that meeting by the chair (or in their absence another member of the committee).
- 1.11. To ensure that committee members undertake appropriate training
- 1.12. Exclusion from attendance at meetings of the committee will apply in relation to any person employed to work at the school, other than as the headteacher (or deputy headteacher in the headteacher's absence), when the subject for consideration is the pay or performance review of any person employed to work at the school. The headteacher must also withdraw when their own pay or performance is under discussion.

2. Quorum

- 2.1. A minimum of 3 full governors must attend each meeting in order to be Quorate

3. Finance Policy

- 3.1. To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments for the committee, headteacher and other nominated staff.
- 3.2. To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- 3.3. In consultation with the Headteacher, to make a formal recommendation to the full Governing Body to agree the first formal budget plan of the financial year
- 3.4. To establish and maintain a 3-year financial plan
- 3.5. To ensure that the School Improvement & Development Plan is properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes
- 3.6. To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
- 3.7. To make decisions on expenditure following recommendations from other committees

4. Finance Monitoring

- 4.1. To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- 4.2. To consider a budget position statement, including virement decisions, at least termly and to report significant anomalies from the anticipated position to the Governing Body
- 4.3. To ensure that the school operates within the Financial Regulations of the County Council and meets the requirements of the Schools Financial Value Standards (SFVS):
 - a. To review, complete and submit the School Financial Value Standard (SFVS).
 - b. To undertake any remedial action identified as part of the SFVS.
 - c. To receive and act upon any issues identified by a local authority audit.
- 4.4. To make decisions in respect of bought in Service Agreements
- 4.5. To receive and respond to reports from Auditors
- 4.6. To consider staff salary increases recommended by the Headteacher
- 4.7. To ensure all voluntary funds are properly audited annually for presentation to the Governing Body

5. Premises / Health and Safety

- 5.1. To provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- 5.2. To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- 5.3. To inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- 5.4. To authorise the arrangement of expenditure for professional surveys and emergency work as necessary. The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity.
- 5.5. To create a project committee where necessary to oversee any major developments.
- 5.6. To establish and keep under review an Accessibility Plan and a Building Development Plan
- 5.7. To review, adopt and monitor a Health and Safety policy.
- 5.8. To review, adopt and monitor a risk register.
- 5.9. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised

These Terms of Reference agreed by the Governing Body 25/10/2021.