Finance, Buildings & Staffing Committee

Terms of Reference

Date terms of reference agreed	04.11.21
Quorum	3 including Headteacher

Function

The main function of the committee is to work with the Headteacher to monitor and evaluate processes and procedures linked to;
H & S, Finance, Premises, Staffing and Pay & Performance

Delegated Authority

The Committee has the authority, on behalf of the Governing Body, to manage all aspects of the budget, including virement of funds and emergency action should the need arise.

The Committee has the responsibility for authorising virements by the Headteacher for amounts above £10,000 but less than £20,000.

In particular, the committee will:

1. In consultation with the Headteacher, approve the first formal budget plan of the financial year, carry out revisions and monitor the budget on a termly basis.
2. To review and evaluate an up to date 3 year financial plan.
3. To consider a budget position statement including virement decisions at least termly and to report significant differences from the anticipated position to the Governing Body.
4. To review the Outturn Report and report any significant variances from the original budget to the Governing body.
5. To ensure the school operates within the Financial Regulations of the Local Authority
6. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
7. To receive and review a Business Continuity Plan.
8. To review and approve the charges and remissions policies and expenses policies and best value statement.
9. To make decisions in respect of service agreements, contracts and insurance.
10. To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually.
11. To review, monitor and approve the Governors' Expenses scheme under delegation.
12. To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory.

13. To review and agree policies relating to the committee responsibilities as delegated by the Governing body.
14. To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Improvement Plan.
15. To consider an audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate.
16. To review benchmarking data on an annual basis.
17. To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
18. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
19. To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy.
20. To oversee arrangements for repairs and maintenance.
21. In consultation with the Headteacher and the Finance Committee, to oversee premises-related funding bids.
22. To review and update the Asset Management Plan.
23. To review and update the Accessibility plan (statutory requirement for review every three years minimum).
24. To ensure risk assessments are carried out for the premises and ensure that the results of these are actioned and reported.
25. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher.
26. In light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments for the Headteacher.
27. To be responsible, in conjunction with the Staffing Committee, for determining dismissal payments/early retirement.