

LOW FURNESS CHURCH OF ENGLAND PRIMARY SCHOOL

Finance, Staffing & Premises Committee - Terms of Reference Issued September 2017 (Reviewed October 2023)

Members

Matt Barratt (Chair)

Eleanor Ledesma

Mike Pearson

Gary Thompson

Sue Little (Head)

The Committee may also co-opt any non-voting members e.g. Associate members, for a fixed term.

Quorum: the quorum should be at least 3 Governors

Meetings: the Committee shall meet once a term or as required.

Finance

- To provide guidance and assistance to the Head teacher and the Full Governing Body in all matters relating to budgeting, finance and premises.
- To prepare and review financial statements, including consideration of long term planning and resourcing.
- To consider each year's school development plan and to draw up an annual budget to be approved by the FGB.
- To approve virements and ordering of work, goods and services in accordance with the limits agreed by the FGB and as documented in the School's Financial Regulations.
- To monitor the income and expenditure of all public funds and to report the financial situation at each FGB Meeting.
- To determine a Lettings Policy.
- To agree the level of day-to-day financial management by the Head teacher, consider any changes and report to the FGB.
- To consider the financial implications of any staffing change and to report to the FGB.
- To arrange the auditing of non-public funds.
- To recommend to the FGB a policy on charging for school activities.
- To compile/review the Schools Best Value Statement in accordance with the scheme of Local Management of schools in the Furness area.

Premises

- To provide support and guidance for the Head teacher on all matters relating to the school premises and grounds, security and health and safety.
- To annually inspect the premises, grounds, plant and equipment and prepare a statement of priorities for maintenance and development for the approval of the FGB.
- To monitor the effectiveness of the repairs and work carried out and report back to the FGB.
- To monitor the school's Asset list annually.

- To ensure any necessary liaison with the Local Authority's Property Services Department.
- To be mindful of safeguarding legislation as it relates to the work of this Committee.
- To oversee the preparation and implementation of contracts.
- To assist the Head teacher in the monitoring of cleanliness of the school.
- To consider and report back upon such matters as may be delegated or devolved to the Committee by the FGB.
- Any person not a member of the Committee may be invited to attend the meeting as a non-voting member to offer advice on specific areas.

Administrative Responsibilities

- Ensure there are effective Clerking arrangements in place for the Committee.
- The committee must undertake an audit of its efficiency and impact on standards at the end of each academic year. The report of this audit should be submitted to the FGB during the autumn term of the next new academic year.
- To submit minutes to the FGB.

POLICIES TO BE REVIEWED: *means County policies

- **Nursery Admissions**
- **Financial Delegation**
- **Charging and Remissions**
- **Best Value Statements**
- **Lettings**
- ***Pay**
- **Performance Management**
- **Governor Allowances**