



## TERMS OF REFERENCE FOR THE LEADERSHIP AND MANAGEMENT (FINANCE AND BUILDING) COMMITTEE OF THE QUINTA PRIMARY SCHOOL GOVERNING BODY

### CONSTITUTION:

The Membership of the Committee, and the clerk, will be as per the agreed membership grid. Please note that the Headteacher cannot clerk a committee.

### Membership

The Finance and Building Committee will comprise at least three Governors (no more than 5) including the Headteacher or nominated representative (who may attend as many or as few meetings as voting members see fit).

### Quorum

A committee meeting has full powers to act under the Terms of Reference with a quorum of three Governors including the Headteacher or nominated representative. The Committee will elect a Chair and Secretary at the first full Governing Body of the school year. Each meeting of the Committee will be minuted by the Secretary / Clerk.

Part A Terms of Reference refers to Finance and Part B refers to Building.

**Associate members do not have voting rights.**

### TERMS OF REFERENCE: PART A

- 1 To prepare the annual financial plan for ratification by the full Governing Body, having taken account of the priorities determined by other committees and set down in the School Improvement Plan and OFSTED Action Plan (and with reference to paragraph 8 below)
- 2 To have authority to vire between headings during the financial year as need arises, providing this does not result in any overspend at the end of the financial year. The virement limit to be £5,000 Requests above this limit have to be agreed by the full Governing Body
- 3 To recommend to the full Governing Body the level of financial authority to be delegated to the Headteacher for the day to day management of the school and to keep this reviewed annually. The Headteacher's limit to be £5,000 Amounts above this to be referred to the Finance Committee / Whole Governing Body for approval
- 4 To have authority to agree the use of any sums held in contingency / reserve having regard to the priorities established in the School Improvement Plan and up to a limit of 5% of the revenue budget.
- 5 To receive and review regular monitoring reports from the Headteacher and report back to the full Governing Body at their termly meeting(s). To recommend corrective/remedial action where significant variances from planned income/expenditure arise
- 6 To arrange for an audit/independent examination of all Voluntary School Funds to take place at least once in every twelve months and to ensure that a certificate of audit / independent examination is presented to the Governing Body and a copy sent to the LEA. To ensure, if appropriate, that the School's Voluntary Funds are registered with the Charity Commission

- 7 To ensure that appropriate financial regulations, including write offs, are followed carefully within school and that any recommendations from the Audit Report are fully implemented.

*(See regulations in the LMS Handbook dated April 2000, which allow the full governing body to delegate some functions to the Premises Committee or other committees)*

- 8 To determine in each school year the sum of monies available for expenditure on salaries. If appropriate, to liaise closely with the relevant Committee to ensure appropriate levels of finance are available to ensure that teachers are properly rewarded within the structure established by the Schoolteachers' Pay and Conditions Document. This includes liaising over the staff complement and the results of any recommendations resulting from the performance management review
- 9 The Committee will ensure that any facilities operated under the 'Extended School' Regulations will have no net impact on the School Budget Share
- 10 To ensure minutes with decisions and action points are taken at each meeting and circulated promptly to all members of the Governing Body and the Clerk to Governors

#### **TERMS OF REFERENCE: PART B**

1. To inspect the premises regularly to identify essential maintenance work.
2. To recommend to the Governing Body an on going programme of repairs and maintenance.
3. To consider the need for improvement projects in order to enhance the delivery of the curriculum and to ensure the most efficient use of the building for the number of pupils on roll at the school.
4. To oversee, monitor and review contracts for cleaning, maintenance, repairs and small improvement works to the site.
5. To consider regularly any health and safety issues associated with the site.
6. To ensure that satisfactory standards of furniture and fittings are maintained.
7. To develop and monitor the school's lettings policy and out-of-hour use.

#### **Committee Accountability**

The Finance and Building Committee is accountable to the full Governing Body.

This Committee was incorporated by Minute No. 7 of the School's Governing Body Meeting held on 16th November 2016. The composition and terms of reference will be reviewed annually at the full governing board in the Autumn Term. Steve Foster was appointed as Chairperson. The LA clerk to the governors is appointed as clerk to the full governing body and committees.

Approved 16.11.16 Committee & Full Governing Body