



Premises and Finance Committee

Terms of Reference

1. Requirements

1.1 Change Record

Issue	Date	Author	Description
0.1	30 October 2006	A Williams	Draft for Finance Committee approval
1.0	8 November 2006	A Williams	Approved by Finance Committee
1.1	7 November 2007	A Williams	Draft for Premises and Finance Committee approval
2.0	8 November 2007	A Williams	Approved by Premises and Finance Committee
2.1	27 November 2008	A Williams	Draft for Premises and Finance Committee approval
3.0	28 November 2008	A Williams	Approved by Premises and Finance Committee
3.1	14 November 2009	A Williams	Draft for Premises and Finance Committee approval
4.0	15 November 2009	A Williams	Approved by Premises and Finance Committee
4.0	15 November 2010	A Newby	Approved by Premises and Finance Committee
4.0	30 November 2010	A Newby	Ratified by Governing Body
5.0	24 February 2012	A Newby	
5.1	3 April 2015	S Brearley	Draft for Finance and Premises Committee Approval
6.0	4 April 2015	S Brearley	Approved by Premises and Finance Committee
7.0	20th February 2017	E Loukes	Approved by Premises and Finance Committee
7.1	5 November 2017	P Atkin	Draft for Finance and Premises Committee Approval
8.0	13 November 2017	P Atkin	Approved by Premises and Finance Committee
8.1	2 November 2018	P Atkin	Draft for Finance and Premises Committee Approval
9.0	12 November 2018	P Atkin	Approved by Premises and Finance Committee
10.0	11 November 2019	P Atkin	Approved by Premises and Finance Committee
11.0	9 November 2020	P Atkin	Approved by Premises and Finance Committee

Note: All issues except those of the form 'X.0 are draft.

1.2 Equality Statement

In developing and reviewing these terms of reference we have carefully considered their impact on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

1.3 Approval and Review

These terms of reference were approved by Finance and Premises Committee on 9th November 2020. They are due for review in the Autumn Term 2021.

2. Financial Regulations and Terms of Reference of the Premises and Finance Committee

A General

- A.1 The purpose of this document is to set out how this Governing Body, with its overall responsibility for financial resources, will allocate its responsibilities to a Finance Committee and to the Headteacher.
- A.2 None of what is set out below can override the requirements on Governing Bodies to observe the Cambridgeshire Financial Regulations and Standing Orders Relating to Contracts as set out in the Cambridgeshire Scheme for Financing Schools.

B Terms of Reference of Premises and Finance Committee

- B.1 To provide guidance and assistance to the Headteacher and Governing Body in any matters relating to the Governors' financial responsibilities.
- B.2 To oversee longer term financial planning and resourcing in the context of the School Development Plan (SDP) and of the policies and objectives of the school, and to advise the Governors thereon as appropriate.
- B.3 To consider each year's Development Plan priorities and to recommend an annual budget to the Governing Body for approval.
- B.4 To monitor spending of official funds against budget during and after close of the financial year on a regular basis and to report significant issues to the Governing Body.
- B.5 To authorise virement and non-budgeted expenditure decisions to a size lying between 2.5 % and 5 % of the whole annual delegated budget, and make recommendations to the full Governing Body on such items with a value of over 5% of the budget.
- B.6 To review, at the first meeting in each academic year, these financial regulations and Terms of Reference, and make any recommendations for changes to the Governing Body.
- B.7 The Committee shall meet at least once a term, and otherwise as necessary, to fit in with reporting to meetings of the Governing Body.
- B.8 The Committee shall consist of not less than three Governors, plus the Headteacher. Those persons shall have voting rights and the quorum shall be the greater of one-half of the membership of the Committee or three members. Only Governor members of the Committee can vote. The following can be co-opted as non-voting members:
 - a. the school secretary, finance officer or other relevant school financial staff
 - b. other persons with particular expertise.
- B.9 A chairperson shall be appointed annually by the Committee and should be a Governor other than the Headteacher or other employee of the school.
- B.10 Agendas shall be distributed to Committee members at least 7 days before meetings, and minutes should be prepared by a designated Committee member as soon as possible after the meeting.
- B.11 To provide support and guidance for the school on all matters relating to the school premises, grounds, security, health and safety, and accessibility.

- B.12 To inspect the premises and grounds regularly and prepare a statement of priorities for development and maintenance for the approval of the Governing Body, but to be responsive to immediate urgent problems as they arise.
- B.13 To use the maintenance and development priorities to inform maintenance, repairs and redecoration work undertaken within the budget allocation, and to monitor that budget.
- B.14 To oversee the preparation and implementation of maintenance contracts in conjunction with the school's Property Manager.
- B.15 To ensure any necessary liaison with the Local Authority's Property Services Department.
- B.16 To ensure that the school complies with health and safety regulations and to regularly review the Health & Safety Policy.
- B.17 To approve ongoing contracts and service level agreements that exceed a value of £2000.
- B.18 To ensure that the school complies with the requirements of the Schools' Financial Value Standard, monitoring school procedures, processes and controls as appropriate, and completing the required self-assessment by the deadline provided.

C Registration of pecuniary interests

- C.1 In accordance with the Schools Financing Scheme, the Governing Body will establish a register of pecuniary interests for the Governors and staff, which should be open to inspection. Governors and staff will declare any links they have with local firms from which the school may wish to buy goods and services. This register should be maintained and reported to the first meeting of the Governing Body in each academic year.

D Responsibilities of the Headteacher

- D.1 The Headteacher is responsible for the day-to-day management of the school's financial affairs and has the power to exercise virement and to make individual non-budgeted expenditure decisions up to the value of 2.5% of the whole school budget.
- D.2 The Headteacher is responsible for the preparation of the draft annual budget (and should ensure that a copy of the budget as approved by the Governing Body is returned to the Local Authority by the agreed deadline date) and for the provision of termly budget monitoring information to the Premises and Finance Committee.
- D.3 The Headteacher is responsible to the Premises and Finance Committee for ensuring that sound systems of internal control/appropriate segregation of duties/delegation to other staff are in place, and for ensuring that Financial Regulations/Standing Orders for Contracts/ Financial Control Standards are complied with.