

## **Hollingwood Primary School Governing Body**

### **Finance and Building Committee Terms of Reference 2016/17**

#### **1 Role of the committee**

To act for the Governing Body in fulfilling its responsibilities for the management of the school budget and premises and ensure that probity procedures in place.

#### **2 Terms of reference of the committee**

##### **Finance**

- a) To approve the annual revenue budget plan and the capital plan taking into account the needs of the school improvement plan.
- b) To monitor overall expenditure and income of the budget and capital plans and approve the quarterly monitoring reports.
- c) To consider the financial implications of matters arising during the year outside of the planned budgets.
- d) To monitor the allocation and expenditure of government grants in line with the criteria.
- e) To ensure that a register of governors' interests is maintained and updated annually.
- f) To ensure that the Council's Financial Regulations are followed.

##### **Building**

- a) To regularly review the need for structural improvements, repairs and maintenance, and to agree a programme of work funded from the revenue and capital budgets.
- b) To receive reports on caretaking, grounds maintenance, security arrangements and catering services and check that if required appropriate action is in place..
- c) To approve specifications for any work funded from the school's budgets, which is to be undertaken by outside contractors.

##### **Health and Safety**

- a) To ensure that policies for health and safety and safeguarding are in place and updated in line with changes to the law and regulations.
  - b) Routine monitoring of health and safety through the half termly walk around premises by Chair of the committee and the business manager with exceptions reports to the committee.
- Other health and safety issues reported to the committee who ensure that appropriate action in place.

#### **3 Levels of Delegation**

##### **Finance**

Approval of the budget delegated to this committee.

Virement between budget headings delegated to this committee

The Head can spend up to £10K and obtain quotes in line with Council Financial Regulations and keep them on file.

Between £10K and £20K four quotes to be obtained and referred to the Committee for approval if a meeting is imminent, otherwise referred to the Chair of Finance Committee and the Chair of the Governing Body for their approval and reported to the next committee meeting.

The Governing Body retains its powers to;

- consider audit reports on the school.
- approve all expenditure in excess of £20K which is to be funded from the school's delegated budgets. and tendering process if above £60K

### **Building**

The Committee has delegated powers to approve the annual maintenance programme and to make decisions on health and safety matters.

### **4 Reporting**

The minutes of committee meetings will be circulated to all governors to –give opportunity for questions at the next governing body meeting.

### **5 Membership**

6 governors including the Head and 1 associate member of the governing body. All governors can vote.

The names of members of the committee are recorded in the Governing Body's minutes. Committee membership is reviewed at the first meeting of the Governing Body of the academic year and any alterations made at subsequent meetings if required.

The quorum for meetings shall be three governors of which one not on the school staff

### **6 Clerking arrangements**

Clerk of the Governing Body

### **7 Review**

All the above to be reviewed by the Governing Body at its first meeting in each school year

**Review date by committee: 14 October 2016**

**Approved by governing body:**

**Signed**

**Chair of Governing Body**