

DFE statement on role of governors in Governance Handbook 2017

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and

Overseeing the financial performance of the organisation and making sure its money is well spent

Finance and Premises Sub Committee 17 January 2019

Terms of Reference

Finance

1. To provide guidance and assistance to the Headteacher and the governing body in all matters relating to budgeting and finance.
2. To advise on, and review with the Headteacher and other committees, the financial implications of the School Development Plan and of any significant decisions, which may be required by the governing body.
3. To advise on, and review with the Headteacher each year's annual budget for presentation to, and approval by, the governing body.
4. At least once each term monitor the income and expenditure of all funds by reviewing Accounts and report the results of that review to the governing body.
5. To agree the level of delegation to the Headteacher for the day-to-day financial management of the schools, subject to ratification by the governing body.
6. To agree all virements of amounts in excess of £10,000, subject to retrospective report to the governing body.
7. To ensure the audit of non-public funds, for presentation to the governing body.
8. To review, and where appropriate, respond to audit reports on the financial management of the schools.

Premises

1. To provide guidance and assistance to the Headteacher and the governing body on all matters relating to the school premises and grounds, security, and Health and Safety.
2. To advise on, and review with, the Headteacher and the governing body the premises' maintenance and development of requirements in order to meet the objectives of the School Development Plan and to meet statutory requirements.
3. To advise and assist the Headteacher and the governing body on the financial implications of the maintenance and development of the school premises and to identify and recommend the financing alternatives available.
4. To liaise with Bury LA Premises Department as necessary.
5. To advise on, and review with the Headteacher, each year's annual budget for Premises' expenditure for presentation to, and approval by, the governing body.

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6. To approve costs and arrangements for maintenance and development of the premises and to oversee the preparation, the tendering and the implementation of the contracts involved.
7. To develop and oversee the implementation of the school's Health and Safety policies.
8. To develop and implement the school's letting policies.
9. To work with the school Leadership Team in enhancing the work of the before/after school clubs. Any on-going issues must be ratified by the governing body.

Sub-Working Groups

The following sub-working groups report into the Finances and Premises Committee with specific responsibilities:

- Chesham Breakfast Club Working Group. Responsible for the oversight of the Club to ensure it operates within the school effectively
- After school club Working Group. Responsible for the oversight of the after-school club
- Friends of Chesham Group. Responsible for the oversight of FOC to ensure it operates within the school effectively

A regular update should be provided to the Finance and Premises Committee and any decisions must be ratified by the school governing body.