

**TERMS OF REFERENCE FOR THE LOCAL GOVERNING BODY'S
FINANCE, PREMISES AND HEALTH AND SAFETY COMMITTEE 2021-22**

General terms

- To act on matters delegated by the local governing body.
- To liaise and consult with the local governing body.
- To contribute to the school improvement priorities.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To undertake audit committee functions.

Constitution and Procedures

Membership	according to the agreed committee structure
Clerk	in the absence of the clerk the committee will choose a clerk for that meeting from among their number (not the Headteacher).
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor.
Chair/Vice-Chair	to be elected annually by the committee. In the absence of the chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to all governors. The chair (or in his/her absence another member of the committee) to give a <u>brief</u> summary and highlight actions at the next FGB meeting.

Finance		
1	To comply with the requirements of the Funding Agreement and current Academies Financial Handbook.	
2	To consider the school's indicative funding in advance of the financial year and assess its implications for the school, in consultation with the Headteacher, drawing any matters of significance or concern to the attention of the governing body.	
3	To consider, in the context of the overall School Improvement Plan and medium term Financial Plan for the school and priorities determined by other committees, the Annual Budget plan for presentation and approval by the full governing body.	
4	To ensure that identified financial priorities in the School Improvement Plan are reflected in the annual budget plan and the longer term financial development plans for the school.	
5	To recommend to the FGB financial delegations for the Headteacher's day to day management of the school and record these in the school's Financial Scheme of Delegation.	
6	To review, and update as appropriate, the Financial Management Policy.	

7	To approve any virements made by the Headteacher up to values specified in the Financial Scheme of Delegation.	
8	To agree the use of contingency fund or balances to support the school improvement planning priorities within values specified in the Financial Scheme of Delegation.	
9	To monitor income and expenditure on a monthly basis throughout the year of all delegated and devolved funds against the annual budget plan.	
10	To monitor the use of all specific funds (eg Pupil Premium, CatchUp7) available to the school to ensure they are deployed for the purposes for which they are allocated.	
11	In relation to capital expenditure, to receive recommendations for expenditure on capital projects, ensure tendering processes have been followed, make recommendations to the FGB and monitor expenditure.	
12	To ensure value for money, regularity and propriety in relation to the management of funds including benchmarking of key expenditure and performance indicators.	
13	To evaluate the Academy's capacity to manage financial risk and review the risk and control framework including the risk register.	
14	To ensure that contracting procedures have been followed, to consider new or amended contracts and leases and to monitor all contracts.	
15	To determine, approve and review arrangements and a scale of charges for the letting of the school premises and facilities.	
16	To determine, approve and review Charging and Remissions arrangements.	
17	To review the school's arrangements for employees to raise concerns in confidence including review of Whistleblowing Procedures.	
18	Ensure insurance purchased is appropriate and fully covers all personnel, volunteers and pupils involved in activities within and out of school hours.	
19	To ensure, as far as possible, that related party transactions and unusual and special payments are identified and properly dealt with.	
20	To periodically review with the Director of Finance, HR and Resources the tax affairs of the Trust to help ensure compliance.	
Pay and Performance		
21	To determine and review the Pay Policy for all categories of staff.	
22	To establish and review a Performance Management/Appraisal policy for all staff.	
23	As part of the salary review, to understand the profile of the school, the scope for progression and impact on the budget and ensure salaries reflect staff responsibilities and contribution.	
24	To recommend the pay range for the Headteacher and ensure pay ranges for the leadership group conform with the STPCD.	

25	To monitor the operation of the School's Appraisal Policy for teachers (including the Leadership Group) and support staff in the form of an annual report from the Headteacher – ensuring that the process is robust, open, consistent and fair and that appraisal objectives are aligned to the School Improvement Plan.	
26	To monitor staff performance ensuring that appropriate support is provided to help staff to achieve their objectives.	
27	To approve annual pay recommendations from the Headteacher for teachers as set out in the Pay Policy ensuring that the appraisal policy has been applied fairly and that recommendations are evidence based and can be justified.	
28	To approve threshold applications and leadership pay in line with the Pay Policy.	
Personnel		
29	To ensure that the school is staffed sufficiently to fulfil the school improvement plan, curriculum requirements and the effective operation of the school.	
Premises		
30	To advise the governing body on priorities for the maintenance and development of the school premises ensuring costs are identified, as appropriate, in the Financial Plan.	
31	To monitor and review all aspects of maintenance and improvement or repair to the buildings, grounds and plant to ensure they are kept in good order.	
32	To establish and keep under review an Asset Management Plan and an Accessibility Plan.	
33	To monitor and oversee premises-related funding bids (e.g. CiF)	
34	To approve and monitor the implementation of the Emergency Plan and Business Continuity Plan.	
Health and Safety		
35	To ensure that all governors and staff have access to, and comply with, Health and Safety legislation/policies/procedures, codes of practice and risk assessments.	
36	To ensure that an annual Health and Safety audit is completed and to monitor the actions arising from the audit.	
37	To conduct a termly Health and Safety walk around of the school and complete and monitor any remedial action required.	
38	To ensure that a Fire Risk Assessment is in place and reviewed regularly.	
39	To monitor accidents, incidents and dangerous occurrences on a regular basis ensuring that these are reported to the Health and Safety Executive where appropriate and that appropriate remedial action has been taken to prevent a recurrence.	
40	To monitor to ensure that the appropriate staff have received adequate training to enable them to manage health and safety effectively in school.	
ICT		
41	To ensure that the school has a coherent ICT strategy and investment plan appropriately resourced to meet the school's current, medium and longer term requirements.	

42	To ensure that the school's computing and ICT operations meet legal requirements (licensing, security, GDPR, e-safety, real time reporting etc), take account of DfE guidance, support ICT and computing as a curriculum subject as well as supporting teaching and learning across the curriculum and support effective and efficient school administration (financial reports, reports to parents, performance management, virtual learning etc).	
Educational Visits		
43	To ensure that the school follows legislation and guidance to inform policy, practices and procedures relating to the health and safety of pupils and staff on educational visits.	
44	To consider, adopt and review the school's Educational Visits Policy.	
45	To ensure that the school is following all relevant procedures including incident and emergency management systems as recommended by the DfE and to review these on a regular basis.	
46	To ensure that the Charging and Remissions Policy is applied appropriately for all matters relating to educational visits.	
General Matters		
47	To liaise with, and make recommendations about the financial aspects matters to the local governing body.	
48	To review and approve policies identified within the school's policy review schedule and in accordance with this committee's delegated powers.	
Audit Function		
49	Advising the board of trustees on the effectiveness of the whole system of internal control, not just financial controls. This will include controls of the IT systems such as: <ul style="list-style-type: none"> • Appropriate access to data entry, data authorisation and data recovery • Appropriate risk management of IT – backup and disaster recovery • Appropriate data protection procedures 	
50	Advising on the appointment and remuneration of external and internal auditors	
51	Oversight of the performance of external and internal audit, including establishing performance measures	
52	Advising on the scope of work and objective on internal Audit with reference to the risk management plan	
53	To ensure that Statutory Accounts of the governing body are filed in accordance with Companies Act and Charity Commission requirements.	
54	To receive auditors' reports and to recommend to the governing body action as appropriate in response to audit findings.	
55	To monitor the implementation of audit recommendations and ensure that all appropriate controls and processes are	

	in place.	
56	To recommend to the full governing body the appointment or reappointment of the auditors.	
57	Responsible for commissioning investigation of potential instances of fraud or irregularity or cases of whistle blowing	
58	To monitor the management of the Private School Fund and ensure that the accounts are audited each year	

Adopted by the local governing body at its meeting on 16/12/2020
Amended by the FPH&S Committee at its meeting on 16/12/2020