

**TERMS OF REFERENCE FOR THE
FINANCE, PREMISES AND HEALTH & SAFETY COMMITTEE OF
HOLMER GREEN SENIOR 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, nor can the Clerk to this Committee be a Governor who is a member of the Committee or the Chairman of the Governing Body.

A quorum will be at least three Governors. (NB – Associate Members do not count towards the quorum).

The Chairman of the Committee will be elected by a quorum of the Committee members and will have a second or casting vote, where there is an equal division of votes.

Associate members do not have voting rights.

FINANCE

PURPOSE

To assist the decision making of the governing body, by enabling more detailed consideration to be given to the best means of fulfilling the governing body's responsibility to ensure sound management of the school's finances and resources, including proper planning, monitoring and probity.

To make appropriate comments and recommendations on such matters to the governing body on a regular basis. Major issues will be referred to the full governing body for ratification.

TERMS OF REFERENCE

Subject to the requirements of the DfE , the Audit Commission, Companies Act 2006 and Charity Commission, the committee is authorised:

1. To consider the school's indicative funding, notified annually by the DfE, and to assess its implications for the school, in consultation with the Headteacher, in advance of the financial year, drawing any matters of significance or concern to the attention of the governing body.
2. To consider and recommend acceptance/non-acceptance of the school's budget, at the start of each financial year to include:
 - Consideration of the 3 Year Medium Term Financial Plan
 - Consideration of options for DFCG

- Review of Purchasing Decisions
 - Review of Staffing Structure
3. To contribute to the formulation of the school's improvement plan, through the consideration of financial priorities and proposals, in consultation with the Headteacher, with the stated and agreed aims and objectives of the school.
 4. To receive and make recommendations on the broad budget headings and areas of expenditure to be adopted each year, including the level and use of any contingency fund or balances, ensuring the compatibility of all such proposals with the development priorities set out in the improvement plan.
 5. Recommend **financial delegations** to the FGB for the Headteacher's day to day management of the school.
 6. To liaise with and receive reports from the People and Personnel and Curriculum and Learning committees, as appropriate, and to make recommendations to those committees about the financial aspects of matters being considered by them.
 7. To monitor and review expenditure on a regular basis and ensure compliance with the overall financial plan for the academy, and with the financial regulations of the DfE, drawing any matters of concern to the attention of the governing body.
 8. Annual Benchmarking of key expenditure – identify and address variances. Ensure principles of best value are continually applied.
 9. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
 10. To oversee all financial statements and for filing in accordance with Companies Act and Charity Commission requirements
 11. To receive auditors' reports. reports from the Responsible Officer and to recommend to the full governing body action as appropriate in response to audit findings.
 12. Obtain, at the school's expense, outside legal or other professional advice on any matter within its remit
 13. Call any trustee, governor or employee to be questioned at a meeting of the committee as and when required.
 14. Whistleblowing - Review the school's arrangements for employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters.

15. To recommend to the full governing body the appointment or reappointment of the auditors of the school and ensure that the audit requirements are being met and that all appropriate controls and processes are in place.

16. Ensure compliance with the Academy Financial Handbook.

The following policies are required by the Academies Financial Handbook:

- Charging & Remissions Policy
- Lettings Policy and Scale of Charges
- Business Continuity
- ICT Acceptable Use Policy
- Whistleblowing Policy

ICT

- Ensure the school has a coherent 3-5 year ICT strategy and investment plan appropriately resourced to meet the school's requirements.

Ensure that the school's computing and ICT operations:

- meet legal requirements including licensing, real time reporting, security, data security, e-safety.
- take account of DfE guidelines and recommendations.
- support ICT as a curriculum subject.
- support teaching and learning across the curriculum.
- support effective and efficient school administration including reporting to parents, performance management, virtual learning and e-portfolios.

INSURANCE

1. where the school is the employer, ensure insurance purchased fully covers all personnel, volunteers and pupils involved in activities out of school hours.

PREMISES

- 1 To review regularly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey'/Asset Management Plan
- 2 To keep under review the Accessibility Plan for the school and to report to Governors on its implementation
- 3 To make recommendations to the Finance Committee/Governing Body for any development works necessary, so that these can be identified in the Financial Plan
- 4 To liaise with the Headteacher to ensure that efficient, effective and safe programmes are in operation for the following work:-

Reactive (day-to-day) and planned maintenance, premises/site security, cleaning, grounds maintenance, disposal of waste and catering.

- To ensure that risk assessments for this work are in place and are being complied with.
- 5 To ensure necessary tendering arrangements are carried out. To approve the award of tenders. To make recommendation to the Governing Body on the award of contracts. Report to the FGB for ratification the reasons for accepting a quote where it is not the lowest.
 - 6 To monitor and approve any lettings, in accordance with the policy of the Governing Body.

HEALTH AND SAFETY

- 1 To ensure that all Governors and Staff have access to health and safety policies, codes of practice, risk assessments and other health and safety procedures specifically:
 - Health and Safety Policy
 - Educational Visits Policy
 - Asbestos Log
 - Legionella Log
 - Regulations for the use of Vehicles
 - Any other relevant policies or school handbooks
- 2 To liaise with the Headteacher and Chairman of Governors:
 - in complying with regular Health and Safety Audits.
- 3 To liaise with the Headteacher to ensure that:
 - the school complies with health and safety legislation
 - the Headteacher has received adequate health and safety training within the past three years to enable them to manage health and safety effectively in the school;
 - at least one senior member of staff has attended the five day Institution of Occupational Safety and Health (IOSH) Managing Safely Course or IOSH Managing Safely Refresher within the past three years and acts as health and safety co-ordinator for the school;
 - to ensure that the school has an up to date fire risk assessment which is revised annually and that the recommendations of the risk assessment are implemented;
 - all accidents, incidents, dangerous occurrences are reported to the Governing Body and to the Health and Safety Executive;
 - accident reports are reviewed at least once termly and a check is made to ensure that they have been investigated and that the appropriate remedial action has been taken to prevent a recurrence;
 - risk assessments for all employees jobs and work activities which carry a significant health and safety risk are in place and reviewed at least once

annually or more frequently if appropriate and are communicated to all relevant personnel;

- the school site, premises and access and egress are maintained in a safe condition at all times and that particular regard is given to the adequate separation of vehicles and pedestrians. These must be reviewed when building work is being carried out to ensure that normal procedures are not compromised.
- all plant and work equipment is provided, serviced and maintained in compliance with the requirements of health and safety legislation and insurers and that records of this are kept;
- a full health and safety inspection of premises is carried out termly and any necessary remedial work undertaken. A copy of the report is sent to the full Governing Body.
- An action plan is drawn up following any health and safety audits and that the recommendations in the reports are followed up and implemented as appropriate.

EDUCATIONAL VISITS

- 1 To ensure that guidance is available (e.g. from the DfE) and, if necessary, seek specialist advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits. To prepare the school's educational visits policy for approval by the whole Governing Body.
- 2 To ensure that the school is following any relevant procedures, including incident and emergency management systems as recommended by the DfE or Governing Body
- 3 To discuss, monitor and review these procedures on a regular basis and to make any subsequent recommendations to the whole Governing Body
- 4 To ensure that the Headteacher and Educational Visits Co-ordinator are supported in matters relating to educational visits and that they have the time and expertise to fulfil their responsibilities. To ascertain what governor training is available and relevant, and ensure, where possible, training is undertaken.
- 5 To ensure the School's Policy on Charging and Remissions is applied appropriately and takes account of legislation on entitlement to remission of board and lodging costs

EMERGENCY PLAN

- 1 To carry out an annual review of the school's Emergency Plans and to ensure contact details are updated as necessary.

MINUTES

- 1 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. .

The composition and terms of reference will be reviewed annually in the Autumn Term.

Signed Date

CHAIR