



**George Stephenson**  
High School

## **FINANCE, PREMISES AND HEALTH & SAFETY COMMITTEE**

<b>Governance</b>	All Committees Governing Body
<b>Policy Officers</b>	Headteacher Business Manager
<b>Adopted Date</b>	March 2019
<b>Review Date</b>	March 2019
<b>Next Review Date</b>	March 2020

# George Stephenson High School

## TERMS OF REFERENCE

### **General Terms**

To act on matters delegated by the full Governing Body.

To liaise and consult with other committees where necessary.

To contribute to the School Improvement Plan.

To consider safeguarding and equalities implications when undertaking all committee functions.

### **Membership**

At least three Governors including the Headteacher. In addition, the chair of the Governing Body may attend and vote as a member ex-officio (i.e. by virtue of the office).

### **Quorum**

Three Governors.

### **Conflict of Interest**

An employee should withdraw from discussion when the subject for consideration is the pay or performance of that employee or another member of staff.

### **Meetings**

Once per term with additional meetings as necessary.

The Governing Body is free to determine how often the committee meets and may delegate this to the committee.

Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number (other than the Headteacher).

The committee shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).

The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full Governing Body and will be presented at the meeting by the chair (or in his/her absence another member of the committee).

Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are Governors.

### **Terms of Reference**

- To establish and maintain a three-year financial strategy, having particular regard to the School Development Plan, approved by the full Governing Body.
- To consult with the Headteacher and consider the out-turn figures for the previous year and draft the first formal budget plan of the financial year by 31st March.
- Where approval of the final budget is delegated to the Finance Committee, the Finance Committee will submit on behalf of the whole Governing Body a final budget plan to the LA by 31<sup>st</sup> May.
- Ensure that the school budget:
  - is realistic and affordable in relation to available resources and cash flows
  - reflects the school development plan
  - is consistent with longer term financial plans (including recovery of deficits or saving for future developments)
- To review, and understand, the allocation of Pupil Premium Grants within the overall school budget.
- Hold the school to account for the actual PPG and SEND spend and associated outcomes.
- A formal review of this will be held at the September Strategy Committee meeting.
- To periodically review the budget and report on any changes, anomalies and updates on income and expenditure to the whole Governing Body.

- To keep under general review the staffing structure of the school and to recommend to the Governing Body the financial limits for salaries and wages within the overall school budget.
- To vire between budget headings during the course of the year, within the delegated limits specified by the whole Governing Body.
- To fulfil the requirements of financial good practice identified under SFVS.
- To agree the level of delegation to the Headteacher for the day-to-day financial management of the school.
- To ensure the principles of Best Value are taken into account in relation to procurement and/or competitive tendering for services/contracts/service level agreements in accordance with agreed delegation arrangements of the whole Governing Body (see Best Value Statement).
- To ensure that school staff are given opportunities to declare any pecuniary interests in possible contracts, procurements, etc. (e.g. Form available on Intranet – Corporate info/HR Policy and Procedures/Declaration of Interests).
- Maximise potential for attracting external funding from grants, sponsorship and income generation ensuring timely submission of applications.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised.
- To advise the Governing Body on the school's charging policy, including lettings, financial support for educational visits, and expenses.
- Where appropriate, review annually the Finance Policy (Example Proforma Finance Policy available in the Financial Guidance Manual section 9).
- To authorise signatories for the school bank account.
- To authorise items of petty cash spend in excess of £50.
- To monitor School Fund Account.
- To approve arrangements for the audit of funds received from sources other than the LA.
- To sign and send to FSU a Best Value Statement when the Budget Plan is submitted.
- To complete a Statement of Internal Control (SIC) at the end of the year.
- To maintain an up to date register of business/pecuniary interests for Governors.
- To receive reports on extended services and ensure that budgets are managed appropriately.
- To review annually the Terms of Reference of the Finance Committee.

**The Finance Committee may delegate the following to the chair of the Finance Committee:**

- Signing the annual accounts and Statement of Internal Control (SIC) on behalf of the Governing Body;
- Assist in the preparation of the annual budget for the school;
- Best Value Statement;
- Consider strategic financial issues on behalf of the Governing Body.

## FINANCIAL YEAR PLANNER

**(Based upon guidance given under the former FMSiS assessment)**

<u>Autumn</u>	<u>Spring</u>	<u>Summer</u>
<ul style="list-style-type: none"> <li>• Review budget monitoring, virements and year end forecast</li> <li>• Review progress on School Development Plan, School Asset Plan and Capital Plan</li> <li>• Authorise expenditure as per scheme of delegation</li> <li>• Review school charging and remissions policy*</li> <li>• Update and approve school development plan in relation to finance*</li> <li>• Update register of interests – pecuniary interest forms</li> <li>• Review changes to and approve/adopt Financial regulations</li> <li>• Approve Financial procedures*</li> <li>• Review Benchmarking reports*</li> </ul>	<ul style="list-style-type: none"> <li>• Review budget monitoring, virements and year end forecast</li> <li>• Review progress on School Development Plan, School Asset Plan and Capital Plan</li> <li>• Authorise expenditure as per scheme of delegation</li> <li>• (Provisional) budget approval (if delegated)</li> <li>• Pay review for non-teaching staff**</li> <li>• Ensure School Fund Audit arranged</li> <li>• Ensure review of financial controls initiated*</li> <li>• Review Service Level Agreements/ Contracts (for inclusion in budget)</li> <li>• Update and approve statement of roles and responsibilities/ scheme of delegation and financial terms of reference*</li> <li>• Review pay policy*</li> </ul>	<ul style="list-style-type: none"> <li>• Review budget monitoring, virements and year end forecast</li> <li>• Review progress on School Development Plan, School Asset Plan and Capital Plan</li> <li>• Authorise expenditure as per scheme of delegation</li> <li>• Approve and submit budget – 1<sup>st</sup> June (if delegated)</li> <li>• 3 Year Financial Plan approved and submitted 30<sup>th</sup> June</li> <li>• Review end of year figures</li> <li>• Planned use of unspent balances agreed and submitted to LA 30<sup>th</sup> June</li> <li>• Approve and submit Statement of Internal Control 30<sup>th</sup> June</li> <li>• Best Value Statement approved and submitted 1<sup>st</sup> June</li> <li>• Review pay of teachers</li> <li>• Review Governors' Allowances policies</li> </ul>

\* These items may be dealt with in a different term, as best suits the school

\*\* In conjunction with Staffing Committee

## **Premises:**

- To monitor major repairs and maintenance.
- To seek to improve the use of the school premises and land.
- To make recommendations to the Finance Committee on premises-related expenditure and funding bids.
- Liaise with Finance Committee regarding arrangements for the letting of school premises and the use of premises outside normal school hours, e.g. where school is used for extracurricular activities or within the framework of Extended Schools.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy.
- Where school is undertaking a major capital build the Premises Committee may be given specific delegated responsibilities in relation to decision making or finance by the Governing Body.
- To provide support and guidance for the Governing Body and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the Governing Body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the Governing Body.
- To arrange professional surveys and emergency work as necessary.
  - *The Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the Headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To establish and keep under review an Accessibility Plan and a Building Development Plan which complies with the schools Disability Equality Scheme.
- To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

## **Health and Safety:**

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To receive feedback regularly from the staffing H & S committee/group – particularly relevant for foundation/trust schools.
- To commission a Health & Safety inspection every three years.
- To monitor and review the Health & Safety Policy.
- To monitor compliance with all current health and safety legislation.
- To ensure that all staff receive appropriate Health & Safety information and training.
- To ensure that the Governors and the staff have identified the risks currently faced by the school and the measures necessary to manage serious risks.
- Ensure that the school has established a register of potential risks and consequences and that this is updated on a regular basis and the impact is monitored.
- To monitor the accident and incident reports within the school.
- To ensure that proposed changes to buildings, plant, equipment or systems take account of the health, safety and welfare of the persons affected, and that where applicable the appropriate regulations are being adhered to.
- To ensure that mechanisms and timetables for inspecting the school buildings and grounds, in respect of health and safety standards, are in place.
- To ensure that mechanisms are in place to provide all contractors, and others who are appointed to work on the school premises, adequate information regarding the presence of Asbestos materials in the building or any plant or equipment within the school.
- To ensure that an appropriate teacher has been designated by the Headteacher with responsibility for Child Protection.
- Monitor all safeguarding procedures.
- Ensure that H&S documents and records are up to date e.g. Fire log book, Premises log book (PAT Testing, Glazing Inspections, an annual check of PE Equipment).
- Review e-safety policy and procedures.