

## Finance, Premises, Health and Safety and Security committee.

### Terms of Reference

1. **Membership** : All Governors/associate members as agreed by the governing body/Head teacher (School Business Manager or equivalent from school administration team, to be in attendance)
2. **The committee will:**
  - at the first meeting each academic year:
    - i. make recommendations on the appointment of Committee Chair
    - ii. make recommendations on the appointment of Committee Vice Chair
    - iii. review the terms of reference and remits for the committee
    - iv. report on these matters to the next full governing body meeting
  - ensure that the committee Chair, Head teacher and Clerk meet to develop an agenda for each committee meeting, consider the annual governing body planner as part of the agenda building process. The committee clerk to circulate the agenda and previous meeting minutes 7 days prior to the meeting. ensure that there is a Clerk at each meeting and agenda/minutes are produced and distributed at the next full meeting after the termly committee meeting
  - hold at least one meeting per term
  - operate with a quorum of at least three governors

Members of committee (names): Stephen Gent Carol Moore Jane Brandon Chrissy Diffin	Chair or Committee (name): Stephen Gent
	Vice Chair of Committee (name): Carol Moore
Meeting Dates for the Year:  21/11/17	Quorum: Three

### Remits

**Key focus of the committee:-**

**To determine, approve and monitor the school's budget, budgetary systems and allocation of resources, (including pay, premises, health and safety and security responsibilities if the governing body agrees to incorporate these matters into the remits of the Finance committee)**

### **Finance matters**

1. To ensure that there is relevant training and guidance for all members of the committee and school staff
2. To ensure that the school has a financial management policy and procedures in place (SFVS – School Financial Value Standard ) and that these are communicated to all staff
3. To determine and review financial policy including consideration of long term planning and resourcing
4. To ensure the school's compliance with the SFVS (School Financial Value Standard)
5. To oversee and monitor Financial Services contracts (for example LA Financial Services "buy-back")
6. To agree the level of delegation to the Head teacher for the day-to-day financial management of the school
7. To authorise virement from one area of budget spending to another in order to respond to unexpected expenditure needs up to an agreed limit approved by the governing body
8. To monitor expenditure (including specific purpose grants and private school funds) against the budget plan, and report at least once a term to the governing body.
9. To receive LA internal audit reports and monitor actions following the periodic audits
10. To ensure that a register of pecuniary interests is maintained for all staff and governors and referred to when procuring or tendering for services
11. To ensure that an appropriate inventory is maintained and to approve the disposal of inventory items
12. To determine, monitor and review procured and tendered services
13. To formulate the school budget plan and Best Value Statement
14. To review annually the School's Statement of Internal Controls and bank signatories
15. To approve the Annual Budget Spending Plan, ensuring it is consistent with and supports the School Improvement/Development Plan
16. To approve the writing off of irrecoverable debts up to (Refer to the Financial delegations document).
17. To act as financial advisers and consultants to the governing body on financial issues
18. To be familiar with the Local Authority Spending Plan budget spending plans, formula funding structure and policies for financial delegation
19. To enter into contracts (above a set limit)
20. To enter into contracts (below the set limit)
21. To operate the governing body's arrangements for obtaining quotations and inviting tenders (LA scheme for financing schools)
22. To maintain inventories and security assets (LA scheme for financing schools)
23. To monitor income from the sale of assets (LA scheme for financing schools)
24. To determine insurance arrangements

25. To develop, approve and amend policies as appropriate to this committees' finance remits (refer to suggested documents/policies in the table below)

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

1. To be familiar with National and Local Health and Safety legislation and guidelines
2. To ensure that there is relevant training and guidance for all members of the committee and school staff
3. To act as advisers/consultants to the governing body on Health and Safety and security matters
4. To provide support to the Head teacher and Senior Management Team on all matters relating to Health and Safety and security
5. To agree and monitor the school's approach and systems for:
  - risk assessments
  - fire evacuation
  - access and egress throughout the school premises and grounds
  - visitors and contractors on site
  - hygiene
  - first aid/provision of medicines
  - security – internal and external
  - food nutrition
  - health and Safety audits
  - school maintenance plans
6. To ensure that all statutory and local requirements for the safety and wellbeing of staff and the safe management of school premises and care of pupils are discharged
7. To monitor school accident and near miss reporting systems
8. To monitor school systems that provide support for children with medical needs
9. To monitor the use and suitability of premises in relation to external users and providers- Extended Schools provision
10. To ensure that the school has appropriate numbers of first-aiders and that a record of proficiency is kept and maintained
11. To ensure that the school's staff development plan (Continuing Professional Development Plan) identifies and provides access for staff to have regular training on health and Safety and Security responsibilities
12. To encourage the school to work towards and achieve local and national awards relating to Health & Safety and Security matters
13. To oversee and monitor Health and Safety and Security services contracts (for example Inspections/Audits, security equipment, school/classroom equipment, catering equipment/provision)
14. To ensure that appropriate Risk Assessments are carried out to ensure that activities and premises, materials and equipment used by the school do not present health and safety risks
15. To ensure that partner providers and other users of the school premises have appropriate risk assessments and Health and Safety and security procedures are in place
16. To receive and consider any reports and audits completed by the School's Health and Safety and Security representative or the Head teacher/Senior Management

or LA or external Health and Safety officer, arising from an inspection (general or formal) , to identify issues that need to be addressed and to report at least once a year to the governing body

17. To liaise and seek advice from the LA Health and Safety and Security Advisor
18. To approve and monitor school visits and residentials in line with the governing body's policy
19. To make recommendations to the Finance committee and/or governing body when expenditure is deemed necessary
20. To develop, approve and amend policies as appropriate to this committees' Health and Safety and Security remits (refer to suggested documents/policies in the table below)

### **Premises**

1. To ensure that there is relevant training and guidance for all members of the committee and school staff
2. To ensure that there is relevant training and guidance for the Caretaker/Site Manager/ Buildings Supervisor/School Business Manager and/or key staff liaising with building contractors
3. To contribute as required to the LA asset management planning arrangements
4. Procuring and maintaining buildings including developing properly funded maintenance plans
5. To oversee the preparation of and to monitor premises services contracts ( for example fuel/water, cleaning/cleansing, grounds maintenance)
6. Annually to ensure inspection of the premises and grounds and prepare a statement of priorities for maintenance and development linked to the School Improvement Plan to support delivery of a first class curriculum
7. To monitor Risk Assessment procedures
8. To ensure that all statutory and local requirements for the safe management of the school premises
9. To provide support and guidance for the Head teacher and Senior Management team on all matters relating to school premises, grounds and security
10. To work with the Health and Safety committee to ensure that the premises meet and Health and Safety requirements and that premises and the grounds are safe and secure.
11. To propose and approve the costs and arrangements for maintenance, repairs and decoration within the budget allocation and in liaison with the Finance committee
12. To contribute towards Accessibility Planning
13. To consider how the use of school premises may contribute to the development of Extended Services provision
14. To develop, approve and amend policies as appropriate to this committees' Premises remits (refer to suggested documents/policies in the table below)

Chair's signature \_\_\_\_\_ Date \_\_\_\_\_

**Suggested committee documents/policies to be developed, reviewed and agreed**

<b>Finance</b>
1. SFVS – School Financial Value Statement (which replaced the FMSIS (Financial Management Standards in Schools) requirements Copy in office
2. Annual Budget Plan Agreed and signed off by chair of governors 23.03.16
3. Charging and Remissions policy ** Due for renewal November 2016
4. Register of Pecuniary Interests (Business Interests) – Staff and Governors * Files kept in school office
5. School's Statement of Internal Control, Best Value Statement Reviewed annually – No change. Chair to sign off 23.03.16
6. Competency matrix (including training opportunities to support the development of skills, knowledge and experience as identified in the competency matrix) Governors completed September 2016
7. Governors' Allowance * Due for renewal annually June 2016. Due for renewal
8. Inventory Asset register – copy in school office
9. Head teacher's levels of delegation for day-to-day management of the school Copy on governors pages. Last updated March 2016. Review annually. Next review March 2017
10. Audit reports (internal and external) SVFS – Report kept in school office
12. Financial procedures for staff Last reviewed Oct 2013. Review biannually. Next review date Oct 2015. Due renewal
<b>* The policy asterisked can be delegated to the full Governing Body – this would be a full governing body decision</b>
<b>** The policy asterisked can be delegated to the Governing Body's Premises committee if this is a separate committee and is agreed as a full governing body decision</b>
<b>Health and Safety and security</b>
1. Health and Safety policy ( internal and/or LA adopted) – which may include the following topics <ul style="list-style-type: none"> <li>• Smoke Free</li> <li>• Medicines</li> <li>• Food and nutrition</li> <li>• Accident reporting and near miss incident records</li> <li>• Physical activity plan</li> <li>• Emergency evacuation and egress</li> <li>• Accessibility Plan</li> </ul>

- Managing critical incidents
- Healthy eating plans/strategies
- Bereavement counselling
- Travel Plan

Last updated Sep 2015. Review annually. Due for renewal Sep 2016

2. Risk assessments policy and procedures  
Adopt L.A

3. Health and Safety inspection reports and audits (internal and external)  
External inspections carried out by L.A. Reports kept in school office  
Termly internal inspections. Report back to committee.

4. School visits and residentials Policy  
Under review (Mrs Merriman to update)

5. Security (Internal/External ) Policy

6. Extended Services Provision Policy (school as provider or from external provider)  
Adopt L.A

7. Safeguarding Policy\*  
Ask governors which committee is responsible (Pupils & Personnel)

8. Safer recruitment Policy \*\*  
Ask governors which committee is responsible (Pupils & Personnel)

9. Training Plans and certification – school staff, caretaker/buildings manager/School Business Manager and other relevant employees  
Qualifications recorded on the Single Central Record)

### **Premises**

1. Premises and grounds services contracts  
Rolling contracts with Countrywide and Sanderson Weatherall

2. Discharge responsibilities relating to the Environmental Protection Act 1990.  
Waste management certification from contractors

3. Statement of priorities for maintenance of premise and grounds  
Adopt L.A