



**Tudor Court Primary School
Finance, Premises and Health & Safety Committee
(incorporating the Audit Committee)
Terms of Reference**

Chair: Non-employee to be elected by the full governing body. Duties will include notifying the Committee members of any meeting to be held and providing all with an agenda after consultation with the Headteacher.

Membership: The committee shall consist of not less than five governors. The Chair of Governors and the Headteacher are ex officio members of the committee. It is further expected that the School Finance Manager will also be in attendance. The Committee may invite non-Governors to attend, but in a non-voting capacity. The committee will elect a Chairman and a Vice Chairman from among the members of the committee. In the absence of the Chairman at a meeting the Committee will be chaired by the Vice-Chairman. Staff-members may not participate as members when audit matters are discussed, however may remain in attendance and participate in discussions.

Quorum: 4 governors including the head.

Meetings: At least once per term and more frequently if deemed necessary by the majority of members. The Finance Committee will appoint a minute taker at each meeting and minutes to be circulated to all members as soon as possible after the meeting. Minutes will be agreed and signed by the Chair and these will be filed and kept in the School Office.

Accountability: The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration.

Purpose:

Finance & audit - advise the Governing Body on financial strategy and policy, within the resources available, set a budget and monitor performance against that budget, to vary the resources and budget plan, according to school need and emergency within a strategy of maintaining the financial health of the Academy Trust and value for money. The committee reviews the financial procedures within the school and ensures that Annual Accounts are prepared and audited in readiness for approval by the Governing Body.

Premises and health and safety - to monitor the premises development plan which includes ongoing premises maintenance requirements as well as an ongoing development plan with the associated costs and timescales working towards the aims and objectives of the plan. Monitoring of all relevant premises and grounds issues such as health and safety, reported accidents, and potential insurance claims and to monitor the results of the School's annual safety and security audit and act on any findings as needed to ensure that the school complies with health and safety regulations and reporting to the governing body.

Specific Responsibilities

Finance and Audit:

- ✓ To advise the Governing Body on the application of the Annual Grants and Special Purpose Grants to the Academy in accordance with the Funding Agreement and to ensure that the grants from the EFA are used only for the purposes intended.
- ✓ To advise the Governing Body on financial strategy and policy, within the resources available.
- ✓ To receive, consider and present to the Governing Body annual estimates of the school budget and the annual end of financial year statements.



- ✓ To receive regular reports on the Academy's income and expenditure showing a comparison of these against annual budget.
- ✓ To vary the resources and budget plan, according to school need and emergency.
- ✓ Ensure that Annual Accounts are prepared in readiness for approval by the Governing Body.
- ✓ To review the financial procedures within the school, taking into account any recommendations made by the Auditors and Responsible Officer.
- ✓ To ensure that audited accounts are submitted appropriately in a timely manner with responses as required.
- ✓ To advise the Chair of Governors on the letter to accompany the audited accounts and to implement any suggestions in relation to any comments made by the Auditors.
- ✓ Virements will be agreed by the Headteacher and Chair of Governors according to our Finance Regulations. Finance committee will monitor all virements between budgets.
- ✓ To review and amend the Academy's Financial Regulations and report to the Governing Body.
- ✓ To receive a report of staffing changes and the impact on the finances of the School.
- ✓ To understand and respond to any new policy changes, Government initiatives etc that will have a financial impact on the school budget, ie Pupil Premium, Free School Meals, Sports Grant.
- ✓ To ensure that the 'Appraisal and Capability' and associated procedures are carried out in line with school policy and legal requirements, including overseeing the accurate implementation of the Appraisal and Capability Policy and receive an annual statement summarising salary progression for teaching staff.
- ✓ Contracts – to follow the regulations as set in the Finance Regulations
- ✓ In addition the Finance Committee will assume the role of the Audit Committee, which must focus on providing assurance to the Governing Body that risks are being adequately identified and managed by reviewing the risks to the internal financial control and agreeing a program of work to address and provide assurance on those risks.
- ✓ To ensure that there is an up to date Finance Risk Register and Business Continuity Plan.
- ✓ To ensure compliance with the Academies Financial Handbook as the financial framework for academy trusts. Compliance with the handbook is a requirement in the trusts' funding agreements with the Secretary of State.
- ✓ To ensure appropriate procedures are in place for whistleblowing, including making sure all staff are aware to whom they can report their concerns and the way in which concerns will be managed.

Premises & Health & Safety

- ✓ To work with the Headteacher on matters relating to the school premises and grounds, security and health and safety both within the buildings and grounds.
- ✓ To have full understanding of the Premises Development Plan.
- ✓ To inspect the premises and grounds termly, at least once involving the headteacher. Prepare a report on any issues identified and a proposed order of priorities for maintenance and development, with major issues being presented for the approval of the governing body.
- ✓ To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts – see Financial Regulations for limitations.
- ✓ To be aware of the respective responsibilities of governing body and LA in relation to changes to the premises to ensure that the LA is aware as the 'Landlord' for premises and before planning permissions are sought.
- ✓ To undertake an annual safety and security audit of the premises and report on same to the governing body; and to ensure that the school complies with health and safety regulations.
- ✓ To report findings of inspections and audits to the headteacher and liaise with them to ensure that action is taken as appropriate.
- ✓ To ensure the discharge of governors' responsibilities regarding waste is undertaken appropriately.
- ✓ To prepare a 'Lettings and Charges' policy for the approval of the governing body and to monitor and evaluate the implementation of that policy taking specific note of out-of-hours use.



- ✓ To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.
- ✓ To receive reports of the numbers of serious accidents or injuries to people in relation to school activities and known insurance claims. To take appropriate action.

It is not an exhaustive list, but covers all key areas

Functions

Each Committee will recommend the powers that should be delegated to it by the Governing Body. The Governing Body will modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for that committee.

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Procedures and Training

The membership of the committee will be determined at the first meeting of the governing body in the autumn term. Unforeseen vacancies will be filled at the first available governors' meeting. The terms of reference of the committee will be reviewed annually as a minimum.

The normal procedures and regulations of the governing body also apply to its committees.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

Agreed 4 October 2018

Signed Cheryl Mason
C Mason (Chair of Committee)

P Kyriacou
P Kyriacou Headteacher & Accounting Officer

