

## **SHROPSHIRE GATEWAY EDUCATION TRUST**

### **FINANCE AND PREMISES COMMITTEE**

The main functions of this committee are to consider and monitor:

- the school's budget;
- the use of pupil premium and other resources to overcome barriers to learning;
- the condition of the school buildings and take necessary action;
- lettings;
- health and safety and security policies and their application;
- the annual health and safety audit.
- risk management.
- Information and ICT Security Policy application and annual risk assessment.

#### **1. TERMS OF REFERENCE**

The committee's responsibilities for financial matters are set out in Schedule 1.

The committee's responsibilities for premises and security are set out in Schedule 2.

The committee's responsibilities for security and health and safety matters are set out in Schedule 3.

#### **2. MEMBERSHIP**

- a) The membership of the committee shall be 5 governors plus the head or his/her appointee.
- b) Except for the headteacher, members shall be agreed annually at the first Summer Term meeting of the Local Governing Body.
- c) Should a vacancy arise, a successor shall be appointed by the Local Governing Body/Trust at its next meeting following receipt of the resignation and members so appointed shall serve until the next annual review.
- d) The committee shall appoint the chairperson. The head or any other person employed at the school may not be appointed as chairman/chair.
- e) The LGB will appoint an approved Trust clerk who shall not be the head teacher.

#### **3. QUORUM**

The quorum for any meeting of the committee shall be 50% (or a minimum of 3) including the headteacher or their representative. Any decision that requires voting should have a minimum of 3 (2 should not be staff governors).

#### **4. MEETINGS**

- a) The committee shall meet a minimum of once a term unless there are exceptional circumstances.
- b) Meetings of the committee will be called by the clerk and seven days' notice will be given with an explanation of the purpose of the meeting and all paperwork.

## **5. PROCEEDINGS**

- a) The committee shall be conducted in accordance with the Governance Handbook and with any other regulations, amendments or directions as may be issued from time to time.
- b) Minutes shall be kept of each meeting and shall be presented to the next meeting of the committee for approval and signing. A copy of the minutes shall be submitted to the next meeting of the Local Governing Body.
- c) Any recommendations, outside of the committees delegated authority, shall be submitted to the next meeting of the Local Governing Body for consideration and approval.
- d) The minutes shall be kept in a separate minute book.

## **SCHEDULE 1**

### **TERMS OF REFERENCE - FINANCIAL RESPONSIBILITIES**

1. To receive and scrutinise reports from the Head/Business Manager on the management of the school's budget.
2. To submit to the Local Governing Body, at the autumn term meeting each year, a report on the management of the school's budget in the previous financial year.
3. To prepare and submit to the Local Governing Body recommendations for the annual budget plan. This should be completed by beginning of June and should include 3 year forecasts.
4. To monitor expenditure against the budget plan, to take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the Local Governing Body and to the Trust.
5. To adhere to the SGET Finance Policy and Funding/Pooling Policy.
6. To recommend to the Local Governing Body and subsequently the Trust proposals for the use of any budget surplus, including investment.
7. To prepare any other statements of school accounts as may be required.
8. To deal with any other financial matters which the Local Governing Body may refer from time to time.

## **SCHEDULE 2**

### **TERMS OF REFERENCE - PREMISES**

1. In liaison with the Trust, to monitor the state of repair of the school buildings and its security and establish a reporting system to allow staff, pupils and others where appropriate to bring to the attention of the head teacher or committee any areas of concern.
2. Through the Head, to liaise with the Estates Manager and Business Manager over repairs and maintenance work to be undertaken each year.
3. To support, when required, with arrangements in the event of an emergency.
4. To consider and recommend to the Local Governing Body any proposed improvement projects for which resources might be available from the LA/DFE, Trust or from other funds.

5. To liaise with the Trust over for the co-ordination, progress and successful completion of any self-managed projects.
6. To liaise with the Trust and recommend to the Local Governing Body a lettings policy for the school, including lettings charges and any proposals or requirements for insurance cover.
7. To, in conjunction with the head teacher, make sure buildings, equipment and materials are safe and pose no risk to health, reporting or making recommendations to the Local Governing Body as appropriate.
8. To review the fire risk assessment on an annual basis or if there have been any significant changes in school, to ensure that it is kept up to date and valid.

### **SCHEDULE 3**

#### **TERMS OF REFERENCE – HEALTH, SAFETY AND SECURITY**

1. To monitor the application of the Trust Health and Safety Policy, to keep it under review and to recommend back to the Local Governing Body, and subsequently the Trust, such amendments as may be necessary.
2. To monitor the Trust school security policy which addresses the security of pupils and staff as well as the protection of buildings and property.
3. To inform the Local Governing Body on a regular basis of all incidents and accidents that have occurred.
4. To inform the Local Governing Body in advance of audits and to require the Estates Coordinator and Business Manager to undertake the annual health and safety audit by the end of the spring term and to report to the Local Governing Body for the first meeting of the summer term.
5. To arrange for security measures to be reviewed regularly and to report to the Local Governing Body with recommendations where appropriate.
6. To ensure the school is in compliance with data protection and safeguarding legislation.
7. To monitor and evaluate the application of the School Information and ICT Security Policy as adopted by the Local Governing body and undertake an annual review, risk assessment and audit.
8. To monitor the application of Supporting Pupils at School and Medical Conditions Policy.