



## **Sunnybrow Primary School**

### **FINANCE AND PREMISES COMMITTEE**

#### Terms of Reference

- Elect Chair.

#### Finance:

- Review and agree the first formal budget plan of the financial year for approval by the full Governing Board.
- Establish and maintain an up-to-date three-year budget plan, taking into account priorities in the School Improvement Plan, roll projection and signals from central Government and the Local Authority regarding future years' budget.
- Ensure that priorities detailed within the School Improvement Plan are appropriately costed and are reflected in the annual budget.
- Monitor the capital and revenue budget position statements to identify and address any anomalies from the anticipated position and report termly to the full Governing Board.
- Review and monitor outstanding debts and action taken.
- Review the Quarterly Written Report and Financial Report.
- Monitor and authorise expenditure including those over the Headteacher's delegated limit.
- Consider and approve spending decisions where competitive quotations or tenders are required in accordance with the current Contract Procedure Rules.
- Ensure the school operates within the financial regulations of the Local Authority and the requirements of the Department for Education Schools Financial Value Standard.
- Monitor the implementation of any identified actions in the School Financial Value Standard.
- Monitor expenditure of all voluntary funds held on behalf of the Governing Board and receive an audited annual statement of income and expenditure.
- Annually review the outcomes of the Asset Register Stock Check and approve the disposal of obsolete items.
- Oversee use and monitor impact of all additional grant funding eg Pupil Premium.
- Review and monitor all financial policies including lettings, charging and remissions and expenses policies.
- Consider and promote income generation.

- Annually review income generated from lettings; fees and charges, fund raising activities and the sale of assets.
- Monitor Extended Care provision including review of annual income and expenditure statements where applicable.
- Ensure the school had appropriate insurance cover in place.
- Annually review and adopt the school's Financial Procedures Manual and all other finance related policies.
- Annually review and make decisions in respect of service level agreements and other contracts and letting.
- Make decisions on expenditure following recommendations from other committees.
- Ensure as far as is practical that health and safety issues are appropriately funded in accordance with agreed priorities.
- Annually review financial benchmarking data.
- Monitor the implementation of actions arising from the Internal Audit report or of a financial nature from other inspection regime reports.
- Ensure any instances of fraud or financial irregularity are reported immediately to the Head of Education and Skills and Chief Internal Auditor and Corporate Fraud Manager.

Premises:

- Annually approve the Health and Safety Policy ensuring that the school meets health and safety requirements.
- Ensure actions are taken in respect of relevant health and safety legislation.
- Receive an annual Health and Safety Audit Report and monitor any arising actions.
- Ensure that premises and the learning environment are maintained and are fit for purpose.
- Provide support and guidance for the Headteacher and Governing Board on all matters relating to the maintenance and development of the premises and grounds, including health and safety.
- Ensure that an annual inspection of the premises and grounds is undertaken and that priorities for maintenance and development are identified.
- Ensure professional surveys and emergency works are arranged as necessary.
- Oversee the use of premises by outside users.
- Annually review the school's Accessibility Plan and an Asset Management/ Building Development Plan.
- Receive and consider the recommendations from the annual Energy Report.
- Ensure appropriate Risk Assessments are carried out and reviewed on a regular basis.
- Ensure inspections of the school site, buildings and equipment take place annually and at appropriate intervals and that reports are shared.
- Monitor data on accidents and incidents.

<b>MEETINGS</b>	At least termly
<b>QUORUM</b>	3

<b>DISQUALIFICATION</b>	<ul style="list-style-type: none"><li>• where there may be a conflict of or a pecuniary interest.</li></ul>
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### **Delegation to the Headteacher**

The School Standards and Framework Act 1998.

The Governing Board can delegate to the Headteacher responsibility for deploying resources, subject to the provisions in the Scheme for the Financing of Schools in County Durham.

#### Expenditure

Any item of expenditure up to £5000.

Above this limit if item was previously notified to the Governing Board.

Prior Finance and Premises Committee or Chair of Governors approval (whichever is the soonest) to be sought outside of these limits and reported to the Finance and Premises Committee at the earliest opportunity.

#### **NOTE:**

Any goods/services purchased and works to be carried out are subject to the latest Durham County Council Contract Procedures Rules as published on the School Portal.