**Sedbergh Primary School**

**Terms of Reference for Finance Buildings and Resources Committee**

Agreed: 19.10.2020 - Committee; 01.12.2020 - Governing Body meeting

**General Terms of Reference**

* To act on matters delegated by the Full Governing Body (FGB)
* 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

**Quorum**  3 FGB members

**Meetings**

* The committee will meet at least 4 times a year, to include once termly and at other times deemed necessary.
* Draft minutes will be circulated with the agenda for the next FGB (except items deemed confidential).

**Finance**

* To review, adopt and monitor a Financial Delegation Policy for spending and budgetary adjustments for the Committee, Headteacher and other nominated staff.
* To review, adopt and monitor a Charging and Remissions Policy.
* To establish and maintain a three year financial plan, taking into account priorities of the SDP and all available information.
* To draft and propose to the FGB for adoption an annual school budget taking into account the priorities of SDP and having taken sound financial advice.
* To make decisions in respect of service level agreements.
* To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.

**Finance Monitoring**

* To monitor and, as necessary, adjust the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
* To receive at least termly budget monitoring reports from B W Mitchell (providing School Finance Support).
* To alert the FGB of potential problems or significant anomalies at an early date.
* To review, complete and submit the School Financial Value Standard (SFVS) and undertake any remedial action identified as part of the SFVS.
* To receive and act upon any issues identified by the Local Authority audit.

**Premises**

* To provide support and guidance for the FGB and Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety regulations.
* To ensure that an annual inspection of the premises and grounds takes place and a Report is received identifying any issues.
* To inform the FGB of the Report and set out a proposed order of priorities for maintenance and development, for the approval of the FGB.
* To arrange professional surveys and emergency work as necessary:

The Headteacher is authorised to commit expenditure without the prior approval of the committee in an emergency where delay would result in further damage or prevent a risk to the Health & Safety of pupils or staff. In this event the Headteacher would normally be expected to consult the FBR Committee Chair at the earliest opportunity.

* To create a Project Committee where necessary, to oversee any major developments.
* To establish and keep under review an Accessibility Plan and a Building Development Plan.

**Health & Safety**

* To ensure that an annual external Health & Safety inspection takes place and a Report is received identifying any issues.
* To inform the FGB of the Report and set out a proposed order of priorities for their approval.
* To review, adopt and monitor a Health & Safety Policy.