



Sedbergh Primary School

Terms of Reference for Finance Buildings and Resources Committee

Agreed by the Governing Body on 16.09.2021.

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 not employed by school.

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.