

# FINANCE & BUILDINGS COMMITTEE

## TERMS OF REFERENCE

<b>Date Established</b>	Sept 22	<b>Date of Review</b>	Sept 2023
<b>Chairman</b>	Jane Wilson	<b>Date Appointed</b>	26 <sup>th</sup> September 2022
<b>Membership</b>	Not less than three governors plus the Head Teacher, with other invited members as necessary, in a non-voting capacity		
	<b>Member</b> J Barrow G Chancellor E Parker P Reed S Sanderson	<b>Appointed</b> 21/9/17 15/9/14 2/3/15 21/9/17 2/3/15	
<b>Quorum</b>	Minimum of three governors		
<b>Meetings</b>	Termly		
<b>Disqualification</b>	When the subject of discussion is pay or performance review of any person employed by the school any person employed to work at the school other than as Head Teacher must withdraw		
<b>Terms of Reference</b>	<ul style="list-style-type: none"> <li>• To establish and maintain an up to date 3 year financial plan</li> <li>• To consider a budget position statement including virement decisions at least each term and to report significant anomalies from the anticipated position to the full body</li> <li>• To ensure that the school operates within the financial regulations of the County Council</li> <li>• To select a comparable school against which to benchmark</li> <li>• To undertake annual benchmark comparisons with selected school</li> <li>• To ensure conformity with SFVS expectations</li> <li>• To monitor expenditure of all voluntary funds kept on behalf of the governing body</li> <li>• To make decisions in respect of service level agreements</li> <li>• To make decisions on expenditure following recommendations from other committees</li> <li>• To ensure, as far as practical, that Health &amp; Safety issues are appropriately prioritised</li> <li>• To ensure sufficient funds are available for pay increments as recommended by the Head Teacher</li> <li>• In light of the Head Teacher's Performance Management Group recommendations to ensure sufficient funds are available for increments</li> <li>• To advise the Governing Body on priorities, including Health &amp; Safety for the maintenance and development of the school's premises</li> <li>• To oversee reporting arrangements for repairs and maintenance of the school's premises to PFI provider</li> <li>• To oversee development and changes to building related projects in conjunction with WCC and PFI Provider</li> <li>• To establish and keep under review an Accessibility Plan</li> <li>• To establish and keep under review an Evacuation Policy</li> <li>• To establish and keep under review a Health &amp; Safety Policy</li> </ul>		