

# Hartington School

## Finance & Premises Committee - Constitution

[Reviewed September 2016]

### Composition

A minimum of three members of the Governing Body plus the Head teacher.

The Governing Body will review annually the establishment, terms of reference, and membership of this Committee. A majority of members of the Committee must be full members of the Governing Body. The Chair of the Committee will be decided by its membership at its first meeting of each school year unless the full Governing Body makes that appointment. The Committee Chair may be removed from office at any time by the Governing Body. A Clerk will also be appointed at the beginning of each school year.

### Quorum

The quorum for a meeting of the Committee shall be not less than three members of full Governor status.

### Terms of Reference

**1** To present for approval to the full Governing Body the first formal budget plan each year, in line with the School Improvement Plan [SIP]. The full Governing Body is also formally responsible for the management of the School's finances, expressed through the Schools Financial Value Standard [SFVS].

**2** To carry out day-to-day monitoring and scrutiny of the budget, related to the SIP. This allows Governors to retain oversight of the decision-making process and to ensure the Head Teacher accounts regularly for the School's spending. Governors must assure themselves that the School is securing value for money and acting with financial probity.

**3** To make recommendations to the full Governing Body for any in-year changes to the spending plans.

**4** To review annually the School's Financial Regulations and Procedures Policy, and the Financial Roles and Responsibilities Policy. Any proposed changes or additions to these policies will be recommended to the full Governing Body for approval. Derbyshire County Council's Education Department Finance Section will alert School to any regulatory changes via the Schools Extranet.

**5** In addition to item 4, to review the following policies at the times specified in the School's Policy Review Schedule and, where considered necessary, make recommendations to the full Governing Body for any changes or policies.

**6** To approve virements between budget heads in excess of any delegation granted to the Head Teacher under the Governors' Scheme of Financial Delegation.

- 7** To be responsible for contractual arrangements in respect of items approved by the Governing Body, in accordance with County Council Standing Orders and Financial Regulations, including the placing and opening of tenders, obtaining quotes, and recommendations to the Governing Body concerning acceptance, in accordance with the School's quotation and tendering limits.
- 8** To consider proposals involving additional expenditure from other committees and make recommendations to the full Governing Body.
- 9** To ensure that the SFVS is completed and submitted to the Local Authority Audit Section by 31 March each year.
- 10** To oversee the arrangements for the letting of School premises, in line with the School's Lettings Policy.
- 11** To oversee the arrangements for charges and remissions, in line with the Charges and Remissions Policy.
- 12** To oversee the recovery of dinner money debt and, where necessary, approve any write-off of such debt.
- 13** To consider and give advice on any matter involving finance or financial management referred to by the full Governing Body.
- 14** To ensure that the principles of Best Value are followed when making decisions.
- 15** To be responsible for monitoring the fabric of the School premises and, within the budget provision, to authorise maintenance work.
- 16** To be responsible for monitoring the performance of the cleaning, ground maintenance and catering services.
- 17** To be responsible for overseeing the arrangements for caretaking.
- 18** To consider improvements and alterations to School premises and to make recommendations to the full Governing Body, before forwarding proposals to the Local Authority for consideration and approval.
- 19** To draft and agree specifications for any work to the building to be undertaken by outside contractors where this is funded from the delegated budget.
- 20** To be responsible for monitoring the arrangements for the security of the premises.
- 21** To consider requests to improve or replace furnishings within the School, within budget provision.
- 22** To annually inspect the premises and grounds and oversee the preparation of a statement of priorities for maintenance and development for the approval of the full Governing Body.
- 23** To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible.

**24** To make recommendations for updating the School Improvement Plan as it relates to the management of School premises.

**25** Accessibility planning.

### **Delegated Functions Overview**

*The full Governing Body must:*

- i) approve the annual maintenance programme
- ii) consider recommendations from the Committee for improvements or alterations to the School premises not contained within the budget provision
- iii) approve tenders and expenditures for all building or civil engineering contracts in excess of £10,000 which is to be funded from the School's delegated budget, and to inform the Local Authority (as expenditure in excess of £10,000 has capital implications).

#### *Functions Delegated to the Head teacher - Finance*

These are specified in the Financial Procedures and Regulations Policy and the Financial Roles and Responsibilities Policy.

#### *Functions Delegated to the Head teacher - Premises*

- i) To be responsible for day-to-day minor repairs and maintenance.
- ii) To be responsible for the arrangements for letting the School premises.
- iii) To be responsible for liaison with contractors where such work is funded from the School's budget.
- iv) To take such other urgent action on premises issues as is required in consultation with the Chair of the Committee and if appropriate the LA.

### **Minutes**

A written record should be kept of Committee meetings including details of those present. The Minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

### **Convening Meetings**

A meeting shall be convened at the request of the Chair, the Head Teacher or any two of the members of the Committee. Every member of the Committee shall be given at least seven days clear notice of Committee meetings.

To be reviewed September 2017

Chair .....

Signed .....