

FINANCE AND PREMISES COMMITTEE

Membership

At least four governors.

Budgetary Matters

To consider the delegated budget of the school and to recommend the allocation agreed with senior staff of funds within that budget to the Governing Body based on the EFA outline allocation.

Full Governing Body to ratify budget at summer term meeting.

To review income and expenditure of the school on a regular basis and make reports to the Governing Body. To recommend and agree a budget summary provided by senior staff to the Governing Body once a term.

Within adopted Financial Regulations to approve virement between the allocations of funds and to make recommendations on exceptional items to the Governing Body.

To agree criteria for the allocation of any underspend and approve allocation of underspend funds within the adopted Financial Regulations.

Premises

To exercise the powers of the Governing Body over the use of the school premises at all times within guidelines agreed by the Governing Body.

To act as the delegated committee in respect of new/future school buildings.

To determine the extent of the use of premises for each academic year after hearing the recommendations of the Headteacher and to report such determination to the Governing Body.

To determine (subject to review) the upper and lower levels of fees to be charged for the use of school premises within the policy agreed by the Governing Body and on the level of management presence to be required when the premises are in use other than for school purposes.

To receive reports on repairs and maintenance to the school premises within the allocated budgets and to authorise emergency expenditure beyond the allocated budget subject to making a report thereon to the Governing Body.

Insurance

To review arrangements for securing adequate insurance cover for the liabilities of the Governors and the Governing Body and to authorise approved cover.

Charging and Remissions

To review and recommend to the Governing Body the school's Charging and Remissions Policy relating to school visits, other activities, music tuition, and any examination fees.

Disability Access Plan

To review and recommend to the Governing Body the school's Plan for Disability Access.

Educational Visits and Journeys

To review and recommend to the Governing Body the school's plan for Educational Visits and Journeys.

Finance Policies

To review and recommend to the Governing Body the school's policies for Finance, Fixed Asset, Fraud, Gifts and Hospitality, Investment and Principal Accounting.

First Aid

To review and recommend to the Governing Body the school's policy for First Aid.

Freedom of Information Act

To undertake responsibility for the implementation of the Freedom of Information Act and to make recommendations to the Governing Body on any related policy matter.

Health and Safety

To undertake responsibility for the implementation of the Health and Safety at Work etc. Act 1974 so far as obligations under the Act affect the Governing Body and to make recommendations to the Governing Body on any related policy matter.

To receive reports on Health and Safety matters in monitoring the school's policy.

Lettings

To review and recommend to the Governing Body the school's Lettings Policy.

School Development Plan

To contribute to the School Development Plan, particularly with respect to those priorities relating to Finance and Premises.

Security

To review and recommend to the Governing Body the school's Security Policy.