



Terms of Reference of Finance, Buildings, Health & Safety Committee

Date Adopted	1st October 2009	Version	5
Last Reviewed	7th October 2010		
Author/Owner	Full Governing Body		

Membership

- i) Membership shall consist of not less than three governors plus the headteacher or delegate(s).
- ii) The committee shall have such co-opted non governor voting members as the Governing Body shall appoint.
- iii) The committee may make recommendations for these appointments.

Quorum

The quorum shall be three governors.

Meetings

The committee shall meet once a term or otherwise as required.

Terms of Reference:

To provide guidance and assistance to the Headteacher and the Governing Body in all matters relating to budgeting & finance, buildings, health & safety and disability equality.

Finance

- a) To prepare and review financial policy statements, including consideration of long term planning and resourcing for agreement by the whole Governing Body
- b) To present an annual budget to the Governing Body for approval.
- c) To consider each year's school improvement plan priorities and the implications for the annual budget.
- d) To monitor the income and expenditure of all public funds (ie) budget share, and any other funds devolved by the LA, and report the financial situation to every meeting of the Governing Body.
- e) To ensure the audit of non-public funds for presentation to the Governing Body.
- f) To receive and where appropriate respond to the Internal Audit Report.
- g) To monitor non-financial data affecting budgets, eg pupil numbers
- h) To ensure that the principles of Best Value are followed in making decisions.

Buildings

- i) To provide support and guidance to the Headteacher on all matters relating to the school premises, grounds and its security.
- j) To inspect the premises and grounds annually and prepare a statement of priorities for maintenance and development (with reference to the Asset Management Plan).
- k) To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- l) To oversee the preparation and implementation of contracts.

Health & Safety

- m) To provide support and guidance to the Headteacher on all matters relating to Health and Safety.
- n) To inspect the premises and grounds annually and prepare a statement of priorities for addressing any risks and hazards identified.
- o) To ensure that the school complies with health and safety regulations, seeking external advice where appropriate.
- p) To assist the Governing Body and the Headteacher to discharge their responsibilities under the Health & Safety at Work Act 1974 and other relevant legislation in collaboration with the LA.

Disability Equality Scheme

- q) To provide support and guidance to the Headteacher on all matters relating to Disability Equality Scheme [DES].
- r) To own the DES Action Plan and progress its recommendations and any issues arising from it.
- s) To review and update the DES Action Plan annually.

Policies

- t) To monitor, update and keep under review the following policies:
 - Accessibility Plan
 - Charges and Remission of Fees
 - Financial Policy
 - Health & Safety Policy
 - Lettings and Charges Policy
 - Security Policy
 - Voluntary Unofficial School Fund Policy
 - Data Protection Policy
 - Freedom of Information
 - Information Commitment Statement
 - Information Security Policy
 - No Smoking Policy
 - School Journey Insurance

Document History

5	Approved by Full Governing Body (1st October 2009)
4.2	Agreed by Finance Committee (22 nd June 2009)
4.1	DES added and responsibility for policies revised by Clerk (December 2008)
4	Approved by Full Governing Body (21 st September 2007)
3.1	Building and H&S responsibilities and policies added (7 th September 2007)
3	Quorum and membership reviewed, policy list updated (approved 10 th May 2007)
2.1	Reformatted and aligned with terms for other committees by Clerk (April 2007)
2	Legacy policy approved 13 th November 2005