ST JOSEPH’S CATHOLIC PRIMARY SCHOOL

FINANCE & PREMISES COMMITTEE

TERMS OF REFERENCE (STANDING ORDERS)

ACADEMIC YEAR 2019 - 20

Function: To monitor how the school conducts their finances, delegates financial responsibilities, methods of operation and the maintenance and safety of all school premises. To make sure all parties with financial authority are aware of their duties and responsibilities and that sound and effective financial controls are maintained. To monitor that the school has the appropriate practices and procedures to meet all of its Health & Safety duties and responsibilities. To monitor the implementation of appropriate practice and procedures will ensure the best use of funds available to enhance the education of St Joseph’s pupils.

*Delegated powers can only be exercised within the remit of the School Development Plan (SDP).*

Membership: Anthony Battrum (Foundation Governor), Sinead Hall (Foundation Governor), John Apicella (Foundation Governor), Kelly Bosher (Acting Head, Ex-Officio), Faye Glover (School Business Manager).

*Clerk: Rachael House Gemmell*

Appointment of members: Annually by the full board of governors. Associate Members may be appointed by the full board as appropriate.

Officers: Chair of Committee to be appointed at the first meeting of each academic year (the Chair of the Committee must not be an employee of the school).

Meetings: Twice a term. The Chair of the Committee may call additional meetings if necessary or where requested by members of the committee.

Quorum: Minimum of three voting governors. If the committee meeting is inquorate the members present may sit as a working party of the Governing Body if they wish. A working party may only discuss matters and has no powers to make a binding decision.

Voting rights: The committee will attempt to reach a consensus. If not they will refer the matter to the full board of governors.

Agendas: Committee Chair to set the agenda in consultation with the Finance Officer and Clerk. Agendas to be distributed to committee members (and copied to the Chair of Governors) at least seven days before the meeting.

Minutes: Clerk to produce draft minutes within two weeks of the date of the meeting and send them to the Committee Chair. Committee Chair to review minutes and respond to Clerk within 48 hours. Clerk to distribute draft minutes to all
### A. Financial Tasks

1. In line with a set annual timetable to conform with the requirements of the Local Authority, Diocese and other government bodies, to review and approve the annual budgets for all sources of school income and all school expenditure relating to all activities undertaken by the school, for recommendation to the Governing Body for approval. When reviewing the budget the Committee shall consider the aims and objectives of the school and the School Development Plan and ensure that the budget supports and reflects these as far as possible.

2. To monitor and ensure the school’s compliance in relation to relevant policies, rules and procedures as published from time to time by the Local Authority and/or Diocese (as the case may be) as relevant and applicable to the school.

3. To support and advise the Head Teacher and Finance Officer on all financial matters relating to the school.

4. To receive and review reports from the Finance Officer on income, expenditure and commitments outstanding for all the school’s activities during the financial year and to agree any expenditure virement beyond the powers delegated to the Head Teacher, as determined by the Financial Management Policy.

5. To monitor and review the school’s performance on financial management standards and ensure they act in compliance with: i) the Diocese, ii) current Department for Education (DfE) financial management assessment processes, iii) West Berkshire Council (WBC) internal audits, iv) relevant policies, rules and procedures as published from time to time by the Local Authority (LA).

6. To deal with the outcomes of such audits and assessments and ensure that recommendations are acted upon.

7. To undertake short and long term financial planning, liaising and communicating with other governor committees as necessary.

8. To support initiatives which increase income, including from the LA’s scheme of financial delegation, and where appropriate, the Diocese.

9. To evaluate the school’s practice and procedures through a recognised financial health check and risk assessment process taking advice from WBC Accountancy and to prepare on a timely basis as required annual Statements of Internal Control (SIC) for approval by the Governing Body before publication.
10. To establish and review the principles and objectives of the approach to cases of hardship and ensure they are accurately reflected in the relevant policies (eg Charging and Remission).

11. To monitor and review the processes by which the school achieves value for money in their use of funding, including overseeing the decisions whether to “buy-back” into LA Service Level Agreements (SLAs), Diocese service providers or to choose alternative providers. To benchmark regularly the school’s income and expenditure, establishing actions plans based on the results to improve the school’s effectiveness in use of funds. To prepare on a timely basis as required a Best Value Statement for approval by the Governing Body before publication.

12. To review any material contracts for services drawn up by the school prior to their agreement by the Governing Body, noting any possible conflict of interest. To seek external professional advice regarding these as deemed necessary.

13. To gain maximum benefit from being a Voluntary Aided School.

14. To monitor and review the performance of the school in relation to its financial management standards and to ensure that the school is in compliance, including the drawing up of WBC Internal Audit report action plans, overseeing the preparation for Schools Financial Value Standard (SFVS) assessments and leading in dealing with any outcomes of such audits and assessments, ensuring that recommendations are acted upon.

15. To monitor and review the management of private school funds. To appoint a suitably competent and independent auditor and receive the audited accounts of the School Fund.

16. Inventory – preparation and updating of the School Inventory has been delegated to the Finance Officer who shall report to this committee for their review an inventory report on an annual basis, which will then be signed off once approved by the Chair of the Finance & Premises Committee (this must be consistent with the Financial Management Policy).

17. To oversee the financial management of Link Club.

18. To oversee the leadership and management of Link Club.

19. To oversee organisation and finance of catering in the school.

20. To oversee the collection and distribution of voluntary contributions towards Diocesan Levy.

B. Tasks for Premises

1. To conduct an annual review of premises and site and report to the Governing Body. To include a report which identifies issues for inclusion in the SDP.

2. To monitor the Health & Safety aspects of the site and premises and to conduct an annual audit.

3. To monitor running costs of premises and site, establish a rolling maintenance programme and budget.

4. To review any contracts and service level agreements connected with the site and make recommendations to the Governing Body.
5. To produce and monitor a lettings policy, and monitor all lettings if necessary.

6. To receive and respond to information or regulations concerning the premises and sites.

C. Committee priorities for the Academic Year 2019 - 20

1. Oversee the preparations, changes and implications of managing the deficit.

2. Ensure the school remains within budget.

3. Continue to look for opportunities to reduce projective deficit for years 4 to 5.

4. Review nursery progress on an interim basis during the first year.

Date approved by Committee: 25th June 2019

Date approved by Full Board: 17th September 2019

Review date: Summer Term 2019