

Partney Church Of England Aided Primary School.

Finance Committee (including Health and Safety)

- The committee will comprise of no more than 7 governors (including the Head Teacher) in addition the School Business Manager will be invited as a co-opted member.
- The governors will be elected onto this committee each year at the Full Board Governors meeting.
- The Chair of this committee will be elected each year by the Full Board of Governors.
- The meeting will need 4 governors in order to be quorate.
- The committee will meet five times a year and as otherwise required. Minutes of the meetings will be taken and retained

Governors with specific areas of responsibilities that will report back to this committee are

- Fabric, Grounds, Health & Safety
- Finance

Terms of Reference

- In consultation with the Head Teacher and School Business Manager (SBM), to agree a budget plan for the financial year and for the presentation to the Full Board of Governors.
- To establish and monitor the Medium term Financial plan.
- To ensure the school operates with in the financial regulations of the County Council.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.
- To make decisions and recommendations to the Full Board of Governors (FBG) in respect of service agreements and in line with school finance policy.
- To make decisions and recommendations to the FBG on expenditure following recommendations from other committees and in line with the school financial policy.
- To advise the FBG on priorities, including Health and Safety, for the maintenance and development of the schools premises and equipment.
- To consider all health and safety and facilities issues which have implications for other governing body committees and to make recommendations to the relevant committees or the Full Board of Governors.
- To monitor with the Head Teacher and SBM to ensure that an efficient and effective cleaning and grounds maintenance programme is in operation.

- In consultation with the Head Teacher and SBM, to oversee premises related funding bids as per finance policies.
- To prepare and review annually (or at other times) the Health and Safety policy statement and the bi-annual audit for ratification by the Full Governing Body.
- To monitor the implementation of the agreed Health and Safety policy to ensure that the school complies with Health and Safety regulations.
- To ensure the school is following any relevant procedures, including incident and emergency management systems as recommended by the department for Education/Lincolnshire County Council or Governing body.
- To ensure that guidance is available (e.g Department for Education/Lincolnshire County Council as appropriate) and, if necessary, seek specialist advice, to inform the governing body on policies, practises and procedures relating to the health and safety of pupils on educational visits

Finance Policies and Documents

- Lettings
- Smoke Free environment
- Food in School
- Critical Incident incl Business Continuity Plan
- Strategic plan
- School Financial Value Statement
- Fire risk assessment
- Best Value Statement
- Finance
- Accessibility plan
- Statement of Internal Control
- Charging
- Health and Safety

These terms of reference should be reviewed at the beginning of each academic year by all governors on the Finance Committee. They can be altered after consultation with the all the finance committee members when it is deemed appropriate.