

# **GORSEYBRIGG PRIMARY SCHOOL AND NURSERY**

## **Governor Finance/Premises Committee**

### **1. MEMBERSHIP**

- 1.1 To comprise of a minimum of 3 Governors, in addition to the Headteacher, as delegated by the full Governing Body at the first ordinary meeting of the school year.
- 1.2 Any member of the Governing Body may attend the Committee.
- 1.3 The Senior Area Education Officer or his representative shall be entitled to attend meetings, unless the full Governing Body resolves to exclude him/her.
- 1.4 The full Governing Body may invite non-Governors to attend Committee meetings but non-Governors shall not vote on any issue.
- 1.5 Those with a direct personal interest at any time in the business of the meeting may be advised by the Chair to withdraw from the meeting.

### **2. TERMS OF REFERENCE**

#### **Finance**

- 2.1 To prepare the annual budget plan, taking account of the School Improvement Plan, for the consideration and approval of the whole Governing Body.
- 2.2 To monitor the budget and make recommendations to the Governing Body for any in-year changes.
- 2.3 To review the School Finance Regulations and Procedures annually and to make recommendations for changes and additions to the Governing Body.
- 2.4 To recommend virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
- 2.5 To consider and make recommendation to the Governing Body concerning any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.
- 2.6 To be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Body concerning acceptance.
- 2.7 To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Body.
- 2.8 To make recommendations to the Governing Body on the financial aspects of the Governors' Scheme of Financial Delegation.
- 2.9 To determine a policy and scale of charges for the letting of school premises and other remissions.
- 2.10 To consider and give advice on any matter involving finance or financial management referred to by the Governing Body.
- 2.11 To ensure that the principles of Best Value are followed when making decisions.

#### **Premises**

- 2.12 Oversee the preparation of a statement of priorities for maintenance and development for the approval of the Governing Body (with reference to the Asset Management Plan).
- 2.13 To be responsible for monitoring the fabric of the school premises and within the budget provision, authorising maintenance work.
- 2.14 To be responsible for monitoring the performance of the cleaning, ground maintenance and catering services.
- 2.15 To be responsible for overseeing the arrangements for caretaking.
- 2.16 To consider improvements/alterations to school premises and to make recommendations to the Governing Body, which shall forward proposals to the LA for consideration and approval.
- 2.17 To draft/agree specifications for any work to the building to be undertaken by outside contractors, this is funded from the delegated budget.
- 2.18 To be responsible for monitoring the arrangements for the security of the premises.

- 2.19 To consider requests to improve/replace furnishings within the school, within budget provision.
- 2.20 To regularly review the need for structural repairs and maintenance for which the Local Authority is responsible.
- 2.21 To make recommendations for updating the School Improvement Plan as it relates to the management of school premises.
- 2.22 Accessibility planning.

### **3. RESPONSIBILITIES**

#### **Headteacher**

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

#### **Governing Body**

- Approve the annual maintenance programme.
- Consider recommendations from the committee for improvements/alterations to the school premises not contained within the budget provision.
- 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 inform the LA (as expenditure in excess of £10,000 has capital implications).

### **4. FREQUENCY OF MEETINGS**

- 4.1 To meet at least three times each year.
- 4.2 To meet at any time at which there is a need to do so, or when requested by the full Governing Body.

### **5. ARRANGEMENTS**

- 5.1 Members of the Committee to receive 7 days' written notice of meetings.
- 5.2 At the first meeting of the year of the full Governing Body, a Committee Chair and Clerk will be elected.
- 5.3 Meetings to be minuted by the Clerk to the Governors or by one of the governors present, not the Headteacher, and signed minutes to be kept as a record. Minutes should be submitted to the full Governing Body.
- 5.4 It will be considered a quorum when 3 members are present.
- 5.5 Committee to report to the Governing Body following Committee meetings.
- 5.6 A meeting shall be convened at the request of the Chair, the Headteacher or any two of the members of the Committee.

**October 2015**