



ST JOSEPH'S PRIMARY SCHOOL
FINANCE, PREMISES AND RISK COMMITTEE
TERMS OF REFERENCE 2024/5

General Terms

- to act on matters delegated by the full governing body
- to liaise and consult with other committees where appropriate
- to contribute to the school improvement plan
- to consider safeguarding and equalities implications when undertaking all committee functions.

Quorum

- a minimum of three governor members of the committee to form a meeting. For voting purposes, foundation governors should outnumber other types of governors – if numbers present do not reach the required number for voting, recommendations can be made to the full governing body where a vote may then be taken.

Meeting conventions

- the committee shall meet at least three times per year (each term) plus any additional meetings required to meet its responsibilities
- the committee meetings will not be open to the public, but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- The committee shall elect a chair of the committee from its number, this role cannot be undertaken by a staff member nor can the Chair of Governors act as chair for any matters relating to audit and risk
- Staff members of the committee should not take part in any decisions surrounding audit matters
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk, the committee shall choose a clerk for that meeting from among their number (excluding the Headteacher)
- Draft minutes of meetings will be circulated with the agenda for the next ordinary meeting of the full governing board and will be presented at the meeting for approval by the chair.

- Any decisions taken must be determined by a majority of votes of committee members present and voting – no vote can be taken unless the majority of those present are foundation governors (see quorate arrangements above)

Scope and Remit of the Committee

Financial policy and planning

- To review, adopt and monitor a financial policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all financial policies, including a charging and remissions policy
- To establish and maintain a three-year financial plan, considering priorities of the school, roll projections and central government guidance, within the constraints available
- To draft and propose to the governing board for adoption an annual school budget considering the priorities of the school
- To make decisions in terms of service level agreements and contracts in line with procurement legislation and to ensure best value for money
- To ensure sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the Headteacher.
- To review the annual budget plan and make recommendation for approval by the full governing board
- To approve procurement exercises and purchase of goods and services in line with the authority delegated by the Full Board and set out within the school's Scheme of Delegation

Financial Monitoring

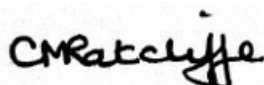
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan
- To receive regular budget monitoring reports from the Headteacher
- To report back to each meeting of the full governing board and to alert them of potential problems or significant anomalies at an early stage
- To meet with other committees and provide them with the information they need to perform their duties
- To approve any budgetary adjustments that will arise in response to the evolving requirements of the school, in line with the levels assigned within the school's Scheme of Delegation
- To receive auditors' reports and to recommend to the governing board action as appropriate to audit findings
- To recommend to the full governing board the appointment/re-appointment of auditors

Premises

- To provide support and guidance for the governing board and the Headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place, and a report is received identifying any issues
- To inform the governing board of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing board.
- To arrange professional services and emergency works as necessary:
The Headteacher is authorised to commit expenditure without the prior authority of the committee in an emergency where any delay would result in further damage or present a risk to the health and safety of pupils and staff. In this event the Headteacher would normally be expected to consult the committee chair as soon as possible.
- To create a project committee where appropriate to oversee major developments
- To establish and keep under review an Accessibility Plan and Building Development Plan
- To review, adopt and monitor a Health and Safety policy.

Audit and Risk

- To maintain an oversight of the school's financial, governance, risk management and internal control systems
- Take delegated responsibility on behalf of the governing board for examining and reviewing all systems and methods of control both financial and otherwise, including risk analysis and risk management, and for ensuring the governing board is complying with the overall requirements for internal scrutiny, in line with guidance from the local authority.
- Conduct a regular review of the risk register. Agree an annual internal scrutiny covering systems, control, transactions, and risks.
- Ensure a Data Protection Officer is in place and that regular reviews of the school's data security processes is undertaken and that any recommendations arising are addressed. Ensure compliance with guidance on the management of cyber security, data protection and IT more widely, and setting in place actions to mitigate potential risks.



SIGNED:

CHAIR OF GOVERNORS

REVIEW DATE: Autumn Term FGB 2025