

OLDBURY PARK PRIMARY SCHOOL

Finance & Premises Committee Terms of Reference 2018-19

- To advise the governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to Governing Body policy.
- To establish and keep under review premises development.
- In consultation with the Headteacher, to draft the first formal budget plan of the financial year.
- To establish and maintain an up to date financial plan.
- To consider a budget position statement including virement decisions over £5k, at least termly, and to report significant anomalies from the anticipated position to the governing body.
- To ensure that the school operates within the financial regulations and guidance of the County Council.
- To monitor expenditure of the school fund on behalf of the Governing Body.
- To monitor the expenditure and impact of specific allocated grants such as pupil premium, P.E. and SEND.
- To oversee and manage policies relevant to the committee with reference to GDPR requirements
- To make decisions in respect of service agreements.
- To make decisions on expenditure according to the limits in the finance policy
- To ensure that Health and Safety issues are appropriately prioritised.
- To make available sufficient funds for pay increments as recommended by the Pay Committee
- In the light of the Headteacher's Appraisal Panel's recommendations, to make available sufficient funds for increments.
- To be accountable to the Governing Body for, and review annually, the School Financial Values Standard
- To ensure that priorities in the school development plan are appropriately financed.
- To report back to the governing body.
- In line with the school finance policy, Governors will apply the four principles of **best value**:
 - **Challenge** - Is the school's performance high enough? Why and how is a service provided? Do we still need it? Can it be delivered differently? What do parents want?
 - **Compare** - How does the school's pupil performance and financial performance compare with all schools? How does it compare with LA schools? How does it compare with similar schools?
 - **Consult** - How does the school seek the views of stakeholders about the services the school provides?
 - **Compete** - How does the school secure efficient and effective services? Are services of appropriate quality, economic?

Terms of reference agreed by the governing body on (date):

7.12.18

Membership:

Name	Governor/ Associate Member	Voting rights	Date appointed to committee
Jim Blanden	Governor	Yes	5.10.18
Sarah Boyce	Head/ Governor	Yes	5.10.18
Margaret Phillips*	Associate	Yes	5.10.18
Paul Johnson	Governor	Yes	5.10.18
Mel James	Governor	Yes	5.10.18
Stuart Freed	Governor	Yes	5.10.18
Sarah Bishop	Governor	Yes	5.10.18
Helen Archer	Governor	Yes	5.10.18

SBM by invitation as a visitor**

*Entitled to vote as a committee member except in matters relating to admissions, pupil discipline, the appointment of Governors or the budget and financial commitments of the GB. An Associate Member may be asked to withdraw from that part of any meeting when matters concerning an individual member of staff or pupil are discussed.

** A visitor may be asked to withdraw from that part of any meeting when matters concerning an individual member of staff or pupil are discussed.

Disqualification: any relevant person employed to work at the school, other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Chair of the committee:	Jim Blanden
Vice-chair of the committee	Helen Archer
Clerk to the committee:	Sara Marklew
Quorum:	3 (1 of whom to be staff/non staff)
Date committee established:	5.10.18
Date of review by Governing Body:	Autumn 2019

Committee Chair..... Date.....

FGB Chair..... Date.....