



# Alexander Hosea Primary School

*'Roots to grow, wings to fly'*

## Terms of Reference for Premises and Finance Committee

### Delegated Responsibilities

#### Premises:

- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and improvement of the school's premises
- To establish and keep under review a Five-Year Premises Plan and oversee arrangements for repairs and maintenance.
- To establish and keep under review an Accessibility Plan to promote inclusion.
- To promote safe access to and from the school.
- To undertake regular physical inspections of the school premises, to identify actions and monitor outcomes. To conduct:
  - External inspection – annually
  - Internal inspection – annually
- To ensure appropriate arrangements are in place for Security of the school.
- To make recommendations in consultation with the Head teacher on premises-related expenditure and oversee premises-related funding bids.
- To ensure Fire and Site Risk Assessments are in place and carried out.
- Formulate and review premises policies as detailed in the policy overview, including:
  - Accessibility
  - Emergency Response
  - Health and Safety

#### Finance:

- Responsible for setting and monitoring the budget to include the following:
  - set for approval by FGB delegated budget with three-year plan
  - monitor at least termly budget expenditure & income
  - monitor use of capital grants
  - monitor expenditure of pupil premium
  - monitor expenditure of sports premium
  - authorise virements inline with the Schedule of Delegated Authority
  - authorise purchases inline with the Schedule of Delegated Authority
  - authorise leases and long-term contracts
  - obtain authorisation from FGB for spending and tenders above delegation of P&F committee
  - respond to outcome of internal audit reports and ensure actions completed
  - review spending against School Development Plan
  - ensure value for money is achieved when making purchases as detailed in the Schedule of Delegated Authority.
- Review and risk assess the financial procedures and financial policy of the school.
- Review and assess the annual SFVS (School Financial Value Statement)
- Review the SDP - implications of budgetary costs (including ICT strategic plan and buildings plan)
- Ensure unofficial funds (school fund account) are maintained satisfactorily and audited

independently

- Ensure the annual check of official school inventory is undertaken
- Agree lettings charges & current lettings agreements
- Undertake annual benchmarking exercise to ensure value for money
- Formulate and review financial policies as detailed in the policy overview, including:
  - Charging and Remissions
  - Employees pay and conditions
  - Governors' Allowances
  - Lettings
  - Purchasing
  - School Fund Policy

<b>Chair of the Committee</b>	Gareth Fielding		
<b>Quorum</b>	3 Governors, to include 1 non-staff governor and 1 staff member, with the chairman having the casting vote.  The School Business Manager (SBM) is a mandatory invitee.		
<b>These terms of reference were agreed by the Premises and Finance Committee on:</b>		March 2024	
<b>Review Period</b>	12 Monthly	<b>Date of Next Review</b>	Spring 2025