



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 Building Asset Management 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
 - authorise purchases
 - 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 the impact of the Catch-up Funding
- 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

Chair of the Committee	Gareth Fielding		
Quorum	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.		
These terms of reference were agreed by the Premises and Finance Committee on:		17 th March 2023	
Review Period	12 Monthly	Date of Next Review	Autumn 2023