

There will be at least six members of the Finance & Premises Committee. The quorum for any meeting shall be not less than three governors, none of whom shall be an associate member. The Chair and Vice-Chair of Governors and the Head Teacher will be ex officio members of the Committee and will count towards the quorum.

The committee will make sure that there are no members who have a conflict of interest therefore membership may vary depending on topics under discussion. The committee will elect a chair from among the members of the committee. In the absence of the chair at a meeting the committee will elect any member to act as chair for that meeting. The committee may invite non-governors to attend, but in a non-voting capacity.

FINANCE

1. To prepare and review financial policy statements.
2. To provide guidance and assistance to the Headteacher and Governing Body on financial matters.
3. To prepare longer-term financial plans having regard to roll projection and signals from central government and the LA regarding future years' budgets.
4. In consultation with the Headteacher to consider the school's income and to draft the first formal budget in the financial year for the governing body to consider.
5. To monitor spending against budget and to ensure that expenditure remains within the prescribed limits.
6. To review and recommend the level of income arising from voluntary contributions.
7. To monitor expenditure of all voluntary funds held by the school.
8. To authorise the signing of monitoring reports to the LA.
9. Where appropriate, to assist the committee dealing with personnel in determining salary levels for individual posts.
10. To act in accordance with the school's Schedule of Delegation.
11. To advise the Governing Body on such matters as
 - the budget needed to run the school in accordance with statutory requirements and the school improvement plan
 - ensuring that the Governing Body's financial policy and actions are in accordance with legislation, other statutory requirements and the LA's Financial Regulations
 - prioritising on major items of expenditure
 - the purchasing of goods and services in the context of Best Value
 - generating additional income.

PREMISES and SECURITY

1. To provide support and guidance for the Headteacher on all matters relating to the school premises

and grounds, security and health and safety.

2. To monitor and revise the premises elements of the Accessibility Plan.
3. To inspect the premises and grounds annually and prepare a report on any issues identified and a proposed order of priorities for maintenance and development for the approval of the Governing Body.
4. To approve the costs and arrangements for repairs, maintenance and redecoration within the budget allocation and to oversee the preparation and implementation of contracts.
5. To be aware of the respective responsibilities of the Governing Body and the LA in relation to premises, to ensure that the LA is informed of any matters for which it has responsibility, and to monitor such issues in order to ensure that appropriate action is taken.
6. To undertake an annual safety and security audit of the premises and report on same to the Governing Body; and to ensure that the school complies with health and safety regulations.
7. To report findings of inspections and audits to the Headteacher and liaise with him/her to ensure that action is taken as appropriate.
8. To seek advice from the LA as appropriate.
9. To ensure the discharge of governors' responsibilities regarding litter under the Environmental Protection Act 1990.
10. To prepare a lettings and charges policy for the approval of the Governing Body and to monitor and evaluate the implementation of that policy.
11. To consider and make recommendations on risk management and insurance arrangements with regard to vandalism and other premises-related matters.

Signed(Chair) Date

Reviewed and approved, F&P Committee 13.09.16
Amended F&P Committee 21.04.17
Reviewed and approved, F&P Committee 06.11.18
Reviewed and approved, F&P Committee 26.11.19
Reviewed and approved, F&P Committee 09.11.2021

To be approved by Full Governing Body		
Policy	JCoSS Staff i/c	Statutory /Non Statutory
Data Protection Policy GDPR	Finance Director	Statutory
Whistleblowing	Finance Director	Statutory

Governing Body free to delegate to a committee of the GB, an individual or HT		
Policy	JCoSS Staff i/c	Statutory /Non Statutory
Anti-Fraud & Corruption	Finance Director	
Charging	Finance Director	Statutory
Community Use	Finance Director	
Critical Incidents (including Communication)	Head	
Data Protection Policy (GDPR)	Finance Director	
Debit Card Policy	Finance Director	
Financial Management	Finance Director	
Governor Virtual Meeting Attendance	Head	
Health & Safety	Finance Director	Statutory
Healthy Eating and Kashrut	Fin Director & Dir Jew Ed	
ICT and E-Safety	Head of ICT	
Lettings	Finance Director	
Offsite Visits and Activities Policy (replaced Education Visits Policy)	Finance Director	
Schedule of Financial Delegation	Finance Director	
Security	Finance Director	
Severe Weather	Finance Director	
Whistleblowing Policy	Finance Director	