

BUILDINGS, PREMISES AND FINANCE COMMITTEE

TERMS OF REFERENCE

Quorum:

Not less than three governor members of the committee.

Terms of reference:

- a. In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- b. To establish and maintain an up to date 3-year financial plan
- c. To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- d. To ensure that the school operates within the Financial Regulations of Luton Borough Council
- e. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- f. To annually review charges and remissions policies and expenses policies.
- g. To make decisions in respect of service level agreements (SLAs)
- h. To enter into contracts – and to be informed of contracts entered into and consider process for award of contracts
- i. To make decisions on expenditure following recommendations from other committees
- j. Tendering –
 - o to make decisions as to which quote to accept for purchases up to £50,000 and budgeted for
 - o to make recommendations for purchases exceeding £50,000, the full Governing Body will make the final decision
- k. To ensure, as far as is practical, that Health and Safety issues are appropriately prioritized
- l. General maintenance of playing areas.
- m. Litter removal.
- n. Maintenance of perimeter fencing.
- o. Environmental enhancement.
- p. Site Security.
- q. Monitor and report on School security.
- r. Income generation and marketing the premises.
- s. To prepare a lettings and charging policy for the approval of the Governing Body. To consider the community use of the premises.
- t. All matters relating to School transport.
- u. Review any School transport arrangements and recommend a policy to the Governing Body.
- v. To ensure that the Governors responsibilities are carried out with regard to all current relevant legislation including in particular those relating to Health & Safety issues.
- w. To set up procedures to ensure that the Health & Safety Policy is followed.
- x. To monitor accident statistics and make the relevant recommendations to the Governing Body.
- y. To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- z. In the light of the Headteacher Appraisal Group's recommendations, to determine whether sufficient funds are available for increments

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

Agreed by Governors:

Policies which could come under the Finance Committee remit

Charging and Remissions (Statutory Policy)

Lettings (Statutory Policy)

Payment of Governors' Allowances (Statutory Policy)

Role:

Autumn Term

Statutory

Lettings Policy

Charging and Remission Policy

Non-Statutory

Monitor budget

Appoint governor(s) for Health and Safety

School Improvement Plan – financial implications

Review letting policy

Spring Term

Statutory

Draft budget for next year

Non-Statutory

Review insurance

Summer Term

Statutory

Governor Allowances Policy

Agree budget early in term, if not already done

Non-Statutory

Review school fund