

DEANSBROOK INFANT SCHOOL

Terms of reference for Finance and Premises Committee

TITLE :	Finance and Premises Committee
MEMBERSHIP :	At least four governors plus the headteacher.
QUORUM:	Three members of the committee and the headteacher (or deputy headteacher in the absence of the headteacher)
MEETINGS:	Once a term and otherwise as necessary

TERMS OF REFERENCE:

Finance

1. To provide guidance and assistance to the headteacher and the Governing Body in matters relating to budgeting and finance
2. To review financial policies on an annual cycle, where appropriate
3. To consider the priorities of the annual school improvement plan and present an annual budget to the Governing Body for approval
4. To receive regular reports on the school's income and expenditure, as compared with budget, and consider any action which may need to be taken
5. To receive budget forecasts and end of year projections and consider budget virements
6. To consider budget implications in relation to staffing appointments and changes
7. To ensure that the school is meeting the School Financial Value Standard (SFVS) as directed by the DfE
8. To consider any other financial or premises issues that arise and review the budget deficit plan, if applicable
9. To ensure all procedures relating to the recruitment, selection and appointment of staff are in place and kept under review including safeguarding procedures
10. To make financial recommendations to the GB on the staffing structure for the school

Premises

1. To receive reports on the condition of the school premises and make recommendations for priorities of work
2. Ensure all health and safety regulations are adhered to and act upon any new regulations
3. Monitor and review security measures in place in the school

Election of chair and secretary

The chair and secretary will be elected at the first meeting of each academic year by the committee.

Recording and reporting of meeting

The secretary will be the clerk to the committee, and will produce minutes of all meetings to be circulated before the full governing body meeting following the committee meeting.

Review of terms of reference

Annually, by the full governing body