

## **THORNEY ISLAND COMMUNITY PRIMARY SCHOOL**

### **GOVERNORS' FINANCE & PREMISES COMMITTEE**

#### **MEMBERSHIP AND MEETINGS**

The committee shall meet at least once a term. It shall consist of seven governors including the Headteacher. Three governors shall comprise a quorum.

#### **TERMS OF REFERENCE**

It is the responsibility of the Finance & Premises Committee:

1. To keep under review and to monitor the level of current expenditure;
2. To consider and agree annually in the light of the School Improvement Plan the draft budget;
3. To present the agreed budget to the Governors for their approval at their next meeting;
4. To monitor the implementation of the budget and authorise virement when necessary.
5. To review annually the Governors' Pay Policy following recommendation by the Staff Committee, and to present it to the Governing Body for approval;
6. To implement all aspects of the Pay Policy.
7. To advise the Governing Body on any other financial matters.
8. Review and monitor the school's Health and Safety Policy and its implementation;
9. Carry out an annual Health and Safety audit;
10. Review and monitor the school's Security Policy and its implementation;
11. Review and monitor the school's Emergency Action Plan;
12. Carry out an annual Security audit;
13. Monitor and review standards of care taking and cleaning;
14. Monitor and review the programme for re-decoration;
15. Monitor minor building works, property maintenance and the development of the school grounds for which the Governing Body has responsibility;
16. Ensure that fires safety measures including alarm systems and fire drills are carried out;
17. Ensure that water safety measures and monthly health and safety checks are carried out;
18. Make recommendations to the Governing Body on major capital works and improvements.

#### **MATTERS DELEGATED TO THE HEADTEACHER**

The allocation, administration and management of all aspects of the school's financial resources within the School Budget Share and Standards Fund money; The virement of resources as necessary and within the £2000 limit laid down by the Governing Body.

Date Agreed: 17 September 2020

Signed by Chair of Governors: Chris Hallam