

Trent School



Finance and Premises Committee

1. Terms of Reference

The committee's responsibilities for financial matters are set out in Schedule 1.

The committee's responsibilities for premises are set out in Schedule 2.

2. Membership

- a) The membership of the committee shall be a minimum of:
- three governors
 - the head teacher
 - co-opted staff with responsibility for premises
- b) Except for the head, members shall be appointed bi-annually at the autumn term meeting of the governing body.
- c) Should a vacancy arise, a successor shall be appointed by the governing body at its next meeting following receipt of the resignation, and members so appointed shall serve until the next review.
- d) The committee or the governing body shall appoint the chairman.
- e) The governing body will appoint the clerk.

3. Quorum

The quorum for any meeting of the committee shall be three.

4. Meetings

The committee shall meet as and when necessary to fulfil its responsibilities and at least once a term.

5. Proceedings

- a) The committee shall be conducted in accordance with the School Governance (Procedures) (England) Regulations 2003 and with any other regulations, amendments or directions as may be issued from time to time.

- b) Minutes shall be kept of each meeting submitted to the next meeting of the governing body.
- c) Any recommendations shall be submitted to the next meeting of the governing body for consideration and approval.
- d) The minutes shall be kept electronically by the Clerk to the Governors

Schedule 1

Terms of Reference – Financial Responsibilities

1. To receive reports from the head on the management of the school's budget.
2. To submit to the governing body at the autumn term meeting each year a report on the management of the school's budget in the previous financial year.
3. To prepare and submit to the governing body recommendations for the annual budget plan.
 4. To monitor expenditure against the budget plan, to take any action which might be necessary to avoid an unplanned deficit and to report any such action to the next meeting of the governing body.
 5. To consider and approve proposals for single items of unplanned expenditure in excess of £2500.
 6. To consider and make recommendations to the governing body on proposed spending plans at the April meeting each year.
 7. To recommend to the governing body proposals for the use of any budget surplus, including investment.
 8. To oversee the Amenities Fund and the Governor's Fund at least once every year (Spring term) and to view the accounts of the PTA.
 9. To deal with any other financial matters which the governing body may refer from time to time.

Schedule 2

Terms of Reference – Premises

1. To monitor the state of repair of the school buildings.
2. Through the head, to liaise with the school's building surveyor or other adviser over repairs and maintenance work to be undertaken each year.
3. Through the head, to take any action required to carry out repairs in an emergency.
4. To consider and recommend to the governing body any proposed improvement projects for which resources might be sought from the LA and from the Diocese.
5. To be responsible for the co-ordination, progress and successful completion of any self-help projects approved by the governing body.
6. To keep under review the lettings policy and charges and to recommend any changes to the governing body.
7. To recommend to the governing body procedures for implementing the health and safety policy and thereafter to ensure those procedures are followed.
8. With the head, to undertake the annual health, security and safety audit and report to the governing body.