

## Sponne School Governor's Finance & Premises Committee

### Terms of reference:

- To consider annually the school budget for the year in light of the School Development Plan, and recommend it to the full local governing body (FLGB) for acceptance.
- To receive full budget updates termly in order to monitor spending and inform decision making.
- To approve tenders for projects in line with the Trust finance policies
- To approve virements when required and report them to the FLGB at the next meeting.
- To annually review and to comply with the central Trust financial policies
- To receive and refer on to the Trust the termly Responsible Officer reports
- To consider and recommend the use and allocation of money generated from external sources.
- To maintain the register of financial risks to the school and report to the Trust how they are being managed or mitigated.
- To participate in the relevant sections of the Trust Business Continuity Plan
- To assume responsibility for the development and maintenance of the school premises and buildings.
- To receive reports on premises inspections and retain an overview of the site including a statement of priorities.
- To oversee the local arrangements for outside contractors working on site.
- To ensure the school complies with health & safety regulations and assist the Trust in discharging their duties
- Prepare and annually review all policies concerning Premises management specifically:
  - Health & Safety Policy
  - First Aid Policy
  - Hazard Reporting & Near Miss Policy
  - School Minibus Policy
- Ensure that the necessary school management organisation is in place to implement the health & safety policy, including annual election of Governors H & S rep
- Monitor the effectiveness of the school's H&S arrangements, make periodic inspections of buildings, plant and equipment and report annually to the FLGB and the Trust.

**Membership** – not less than 4 members of the Governing Body

**Disqualification** – None

**In Attendance** – James Rawbone

<b>These terms of reference agreed by the Finance &amp; Premises Committee</b>	24/09/2018
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Name of Governor	Date Appointed to the Committee
Sue Wagstaff	28/11/05
Mark Holmes	03/10/11
Iain Massey	29/09/14
Sean Marshall	01/09/15
Emma Hay	16/10/15
Barbara Gundle	27/11/18
<b>Chair of the Committee</b>	Emma Hay
<b>H&amp;S Representative</b>	Mark Holmes
<b>Clerk to the Committee (in rotation)</b>	Sonya A'Court, Sarah Elphick,
<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
<b>Date Committee established</b>	01/09/04
<b>Date of next review:</b>	Sept 19