



**School Governing Body
Finance and Premises Committee
Terms of Reference
2025**

Constitution

Terms of Reference for all Committees:

- ❖ To act on matters delegated by the Local Governing Board.
- ❖ To liaise and consult with other committees, where necessary.
- ❖ To contribute to the School Improvement Plan.
- ❖ To consider safeguarding and equalities implications when undertaking all committee functions.

1. Membership

The Committee will be appointed by the Governing Body and will comprise no more than seven and no fewer than three members, of whom a majority will be Governors.

The Governing Body will appoint one of the members of the Committee as its Chair (the '**Chair**'). In the absence of the appointed Chair and Vice Chair the Committee can appoint another member of the Committee to act as Chair for the meeting.

The Academy Trust Head of Governance will arrange for Committee meetings to be clerked (the '**Clerk**').

2. Attendance

The Committee may ask any member of staff from the Trust and School to join committee meetings either regularly or by invitation, to provide information.

[The School may identify personnel that will join meetings on a regular basis]

At KEVI Lordswood School for Girls the following will join each committee meeting:

3. Voting

The quorum for each meeting shall be three members of the Committee. Decisions of the Committee shall be taken by a simple majority of those members present and voting. The Chair will have a casting vote on an equality of votes.

4. Meetings

The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Clerk shall specify at the request of any member of the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend. The Chair, in conjunction with the Head Teacher and the Clerk, will be responsible for drawing up the agenda and the Clerk will make it available to Committee members at least 7 days in advance of the meeting.

5. Minutes

The Clerk will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly.

Draft minutes will be confirmed by the Chair prior to circulation to the Committee, at least 7 days before the next meeting.

6. Authority

The Committee is authorised by the Governing Body to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

Subject to the prior approval of the Head of Governance, the Committee is authorised by the Governing Body to obtain outside legal or other independent professional advice and to secure the attendance of any person at any Committee meeting with relevant experience and expertise if it considers this necessary.

7. Finance Duties

1. Ensure the Academy operates in line with the approved Academy Trust Scheme of Financial Delegation (SOFD) and the ESFA Academies Financial Handbook.
2. Ensure the Academy adheres to the policies and procedures as set out in the approved Academy Trust Financial Regulations.
3. Set a balanced budget using the delegated funds allocated by the Academy Trust Board. Submit an approved Budget for review and approval by the Local Governing Body and the Academy Trust Board (July Meeting).
4. Review regular (in line with meeting schedules) income and expenditure accounts, recommending the accounts to the Local Governing Body and taking action in line with the

SOFD and Financial Regulation to address any issues that may compromise a balanced budget.

5. Produce and monitor the future performance of the Academy, via the use of a 5 Year forecast (prior year, current year and three future years).
6. Ensure the Academy is maximising the amount of ESFA/DfE and other funding available.
7. Review annually the Academy's reserve position in line with the Academy Trust's reserve policy.

8. Premises and Health and Safety Duties

1. Receive the Premises report provided for the meeting, which will include updates regarding:
 - Health and Safety, fire safety measures and procedures.
 - Nature and number of incidents reported in the accident book and ensure that the actions taken as a result are completed on a timely basis NB: something here about having an oversight -
 - Updates on major capital works and long-term building projects
 - Monitoring of the condition and use of the school buildings and assets
 - Security of the premises and grounds
2. Receive the Health and Safety Annual Report and monitor the progress of the school in addressing the issues identified for action.
3. Receive the annual Fire, Health and Safety inspection report and monitor the progress of the school in addressing the issues identified for action.
4. Receive the Estates Plans and Site Development Plans and maintain a strategic overview of long and medium term planning for development of major capital works and building projects, as well as, actions to maintain a healthy and safe environment as well as general Health and Safety related actions and will incorporate the recommendations of relevant specialists (including Mechanical and electrical contractors, building surveyors and H&S advisors where contracted) to allow the Academy to make informed decisions. Make recommendations for consideration by the Finance Committee and School Governing Body
5. To annually review, and amend as appropriate, the following school policies and be aware of any Trust policies that cover matters relating to premises and health and safety of the school community:
 - a) Educational trips & visits.
 - b) First Aid
 - c) Fire, Health & Safety
 - d) School minibuses
 - e) E-Safety
 - f) Critical Incident
 - g) Business Continuity
 - h) Vehicular traffic on site
 - i) Accident reporting
 - j) Pupils' Medical Needs

6. To review the community use of facilities on the Academy site and ensure any issues arising are appropriately addressed.
7. Receive the Academy organised two-yearly external audit of health and safety issues and to monitor any actions identified by the audit.
8. To monitor First Aid arrangements and to ensure adequate numbers of staff have received First Aid training and refresher courses as necessary.
9. To receive regular reports from the Head and/or senior leadership team on Accidents and First Aid arrangements/incidents, in order to identify areas for improvement, and to ensure that any necessary action is taken.
10. To ensure that Procedures and Safety for Educational Visits meet current requirements regarding off-site activities and to give permissions where necessary.

School Specific Duties:
