ST OSWALD'S CHURCH OF ENGLAND SCHOOL

GOVERNING BODY'S TERMS OF REFERENCE

FOR PREMISES, SAFETY & FINANCE COMMITTEE

Membership:-

- The Committee shall not be less than 3 governors plus the Head or his/her recognised replacement.
- The committee shall appoint a Chairman, who must not be the Headteacher or any member of staff.

Quorum:-

- A quorum will consist of three governors including the Head.

Meetings:-

- The committee should meet at least once per term, prior to the full governing body meeting and otherwise as required.
- The Chairman shall ensure at least one week's notice of the meeting, accompanied by an agenda and supporting documents.

Terms of Reference:-

Premises, Health & Safety

- To provide support and guidance for the Head on all matters relating to the premises and grounds.
- To appoint named governors for premises and Health & Safety.
- To ensure safe management of premises with regard to asbestos, fire safety & statutory testing.
- To inspect the premises and grounds annually and prepare a statement of priorities for maintenance and development for the approval of the governing body.
- To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To complete asset management plan.
- To oversee the preparation and implementation of contracts.
- To ensure that the governing body's responsibilities regarding litter are discharged according to the Environmental Protection Act 1990.
- To ensure any necessary liaison with the LA and Diocese regarding premises issues.
- Establish and review the Health & Safety policy

Finance

- To guide and assist the Head and the governing body in all budgeting and financial matters.
- To prepare and review financial policy statements, including consideration of long term planning and researching.
- To draw up and present an annual budget for the governing body's approval, taking account of the agreed priorities of the SDP.
- To monitor the budget over the year, report the financial situation at each governing body meeting, highlighting any significant variances and make recommendations where necessary.
- To agree the level of delegation to the Head for the day-to-day financial management of the school.
- To liaise and consult with other committees where necessary.
- To monitor the income and expenditure of all public funds, to receive and where appropriate respond to any audit reports of these.
- To complete Schools Financial Value Standard annually for approval by the governing body.

Accountability:-

- The Committee must keep the Governing Body informed at all times of their activities. Minutes of each meeting to be circulated to all members of the Governing Body and a report made to the next meeting of the Governing Body.

Review Period:-

- Membership of the Committee and the responsibilities are to be reviewed annually.