



Finance and Resources Committee Terms of Reference

Headteacher: Mrs Emma Humphrey

MEMBERSHIP	A minimum of three Governors including the Headteacher. Also in attendance: Staff Health and Safety representative; School Finance Officer.
QUORUM	Three Governors, at least two of whom are non-staff Governors. The Headteacher or their representative must be present. If the Headteacher is present, they will count towards the quorum of Governors. A representative of the Headteacher will not count towards the quorum.
MEETINGS	A minimum of one meeting per term. The outline of essential business is set out in the Finance Task Planner and the Environment and Safety Schedule of Policies and Plans.
PURPOSE	<ol style="list-style-type: none"> 1. To approve revisions and changes to the budget and to submit the annual budget and revised budget to the full Governing Body for approval; 2. To authorize the spending of any amount within the limits of the annual budget; 3. To review the financial implications of recommendations from other Committees and report to the FGB; 4. To recommend the use of funds for capital projects in accordance with the needs of the Strategic Plan; 5. To ensure compliance with the Schools Financial Value Standard (SFVS); 6. To ensure that the buildings are maintained in a clean, comfortable, warm and safe manner having regard to economic constraints and the need to ensure best use is made of the funds available; 7. To determine plans for the improvement or extension of the school buildings and to oversee the preparation and implementation of contracts; 8. To review accessibility on an annual basis; 9. To monitor the condition of the premises and grounds and site security, ensuring that prompt attention is given to any significant matters identified. 10. To act as the Safety Committee, receiving a report on any accidents or incidents and any other safety matters and ensure that action is taken if appropriate; 11. To provide one non-staff governor to attend the annual meeting with Property Services.
POLICIES TO REVIEW	All policies relating to financial matters; health, safety, environment and premises; safeguarding.
DELEGATED POWER	<ul style="list-style-type: none"> - to approve revisions and changes to the budget - to permit the Headteacher to spend up to the sum of £6,000 without reference to the Committee; - to make decisions on individual projects funded by devolved capital allowance and so advise FGB;.