

**NEWPORT GIRLS' HIGH SCHOOL**  
**GOVERNING BODY**  
**FINANCE AND BUILDINGS COMMITTEE**

1. General Terms

To act on matters delegated by the full governing body.  
To liaise and consult with other committees where necessary.  
To contribute to the School/Academy Improvement Plan.  
To consider safeguarding and equalities implications when undertaking all committee functions.

The Committee's responsibilities in relation to financial matters are set out in Schedule 3.

The Committee's responsibilities in relation to buildings and maintenance (including Health and Safety and school security) matters are set out in Schedule 4.

The Committees responsibilities in relation to lettings are set out in Schedule 5.

2. Membership

The membership of the Committee will be 7 governors, comprising:

Chairman of the Governors  
Headteacher  
4 from Parent/Community Governors  
1 from Staff Governors

Unless the Governing Body decide otherwise, the committee shall appoint its own Chairman (and Vice-Chairman where/if appropriate) at its first meeting in each academic year. The Headteacher, any teacher or staff governor or any non-governor appointed to the committee shall not be Chairman or Vice-Chairman.

3. Quorum

The quorum for any meeting shall be four comprising of Chairman of this committee or Vice-Chairman, the Headteacher and 2 others.

If any ex-officio members are required to withdraw from the meeting by virtue of the 'withdrawal from meetings' regulations then the quorum shall be any other three members of the committee.

If any of the ex officio members are required to withdraw from the meeting by virtue of the 'withdrawal from meetings' regulations then the quorum shall be the remaining ex officio members and such number of other members necessary to make up the three requirements.

#### 4. Meetings

- (i) The committee will meet three times in each academic year, one meeting per term. Additional meetings may be called as and when necessary to fulfil its responsibilities and to meet any prescribed deadlines imposed or requested.
- (ii) Meetings may be called by the Chairman of the committee or the Headteacher or by any other two members provided that seven days notice is given to members with an explanation of the purpose of the meeting. Shorter notice may be appropriate on occasions.

#### 5. Proceedings

- (i) The committee shall be conducted in accordance with the Articles of Association and with any other regulations or directions relevant to the committee's proceedings as may be issued from time to time.
- (ii) A proper record (minutes) shall be kept of each meeting which shall be presented to the next meeting of the committee for approval and signature by the Chairman of the Committee. These minutes shall be kept in the Committee's Minute Book. Minutes (draft or confirmed) shall also be submitted to the next meeting of the Governing Body for information.
- (iii) Reports/recommendations (as appropriate but other than the copy minutes) including any prepared drafts shall be submitted to the next meeting of the Governing Body for consideration.

#### 6. Review

The Committee will meet in the Summer Term each year to carry out a comprehensive review of its:

- establishment;
- constitution;
- membership;
- terms of reference;
- delegated powers

and will report its findings/recommendations to the appropriate Autumn Term meeting of the Governing Body to assist the Governing Body in carrying out its statutorily required annual review of committees.

**SCHEDULE 3**  
**TERMS OF REFERENCE**  
**FINANCIAL RESPONSIBILITIES**

Financial Policy & Planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three year financial plan, taking into account the priorities of the Academy Improvement Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the Academy Improvement Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

Financial Monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual 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.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees, as appropriate, and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To prepare the Trustees Report to form part of the Statutory Accounts of the governing body and for filing in accordance with Companies Act requirements.
- To receive auditors' reports and to recommend the governing body action as appropriate in response to audit findings.

- To recommend to the full governing body the appointment or reappointment of the auditors
- To deal with any other financial matters that the Governing Body may refer from time to time.
- To provide financial information to other Governing Body Committees as and when requested.

#### **SCHEDULE 4**

#### **TERMS OF REFERENCE**

#### **BUILDINGS AND MAINTENANCE RESPONSIBILITIES**

#### **(INCLUDING HEALTH & SAFETY AND SCHOOL SECURITY)**

#### **Buildings and Maintenance**

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
- *The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.*
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.

## **Health and Safety**

- To draft for Governing Body approval a written Health and Safety Policy for the school.
- To monitor and keep under review the Governing Body's Health and Safety Policy making recommendations for amendments or modifications as appropriate.
- To, in conjunction with the Headteacher, make sure buildings, equipment and materials are safe and no risk to health, reporting or making recommendations to the Governing Body as is appropriate.
- To recommend to the Governing Body the setting up of procedures for implementing the Health and Safety Policy and thereafter ensuring those procedures are followed.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- To draft for Governing Body approval a written Emergency Plan for the school.

## **School Security**

- To recommend to the Governing Body for adoption a suitable school security policy which addresses the security needs of pupils, school personnel as well as protection of school property and buildings.
- To establish arrangements to enable the continuing regular review of security to be undertaken and to make recommendations to the Governing Body accordingly.
- To establish arrangements to seek relevant advice to assist the school in determining what needs to be done to improve and maintain the security of the school.

## **SCHEDULE 5**

### **TERMS OF REFERENCE**

#### **LETTINGS: USE OF SCHOOL PREMISES OUTSIDE SCHOOL HOURS**

#### **RESPONSIBILITIES**

- (i) To recommend to the full Governing Body for adoption a suitable lettings policy for the school.
- (ii) To recommend to the full Governing Body for adoption a suitable scale of lettings charges (including any insurance cover on cost).
- (iii) To monitor and keep under review the lettings policy and scale of charges making recommendations for change as appropriate to the full Governing Body.
- (iv) To consider and recommend, where appropriate, the acquisition by the School of Third Party Hirers Cover.
- (v) To determine all lettings applications received when requested by the Headteacher.