TERMS OF REFERENCE

FINANCE AND BUILDINGS COMMITTEE

1. General Terms

- To act on matters delegated by the Full Board of Trustees.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding, equalities, and sustainability implications when undertaking all committee functions.
- To ensure compliance with the Academy Trust Handbook and relevant statutory guidance.

2. Membership

- Membership shall be reviewed annually at the Autumn Term Full Board of Trustees meeting.
- The Chair of the Committee shall be appointed annually by the Full Board of Trustees. The Headteacher or any staff trustee shall not be Chair.
- The committee shall consist of at least four trustees, including the Headteacher.

3. Quorum

- The quorum shall be three, or where greater, any one third (rounded up to a whole number) trustee members, including the Chair or Vice-Chair.

4. Meetings

- The committee shall meet at least once per term, with additional meetings as required.
- Meetings may be called by the Chair, Headteacher, or any two members with at least seven days' notice.
- Minutes shall be recorded and presented to the next Full Board meeting.

5. Financial Responsibilities

- To review the school's financial procedures.
- To propose the annual budget and maintain a three-year financial plan.
- To monitor income and expenditure against the budget.
- To receive and act on audit reports.
- To propose the approval of Annual Accounts.
- To recommend appointment/reappointment of auditors.

- To ensure financial compliance and risk management.
- To monitor and oversee financial fraud prevention and detection measures.
- To review and ensure robust procurement and tendering processes.

6. Buildings Responsibilities

- To oversee maintenance and development of premises and grounds.
- To ensure annual inspections and prioritise maintenance needs.
- To review and monitor the Health and Safety Policy.
- To oversee school security and emergency planning.
- To ensure compliance with accessibility and environmental responsibilities.

7. Lettings

- To recommend and monitor the lettings policy and charges.
- To determine lettings applications as required.

8. Information Governance

- To monitor compliance with Freedom of Information (FOI) and General Data Protection Regulation (GDPR).
- To review relevant policies and ensure appropriate data protection procedures are in place.
- To receive reports on data breaches and FOI requests and ensure appropriate follow-up.