



TERMS OF REFERENCE FINANCE, ESTATE & RISK COMMITTEE

Title: Finance, Estates & Risk Committee

Membership: a) Membership shall consist of between 3 and 5 governors;
b) The committee shall have such co-opted non-voting members as the governing body shall appoint. The governors may make recommendations for these appointments

Chair: The committee must elect its own Chair

Clerk: The governing body must nominate a clerk to the committee. Meetings may be clerked by any person nominated by the full governing body, except for the Headteacher.

Quorum: The quorum shall be 3 (three) governors. The committee shall not meet without the appropriate member of SLT being present or a substitute nominated by him/her.

Meetings: The committee shall meet at least 3 times per academic year

Key Purpose:

The overall purpose of the committee is to:

- monitor the school's policies relating to resources & risk issues – finance and premises;
- report to the full governing body on the effectiveness of these policies and to recommend changes as appropriate.

In carrying out all its responsibilities the committee must act:

- in partnership with the Headteacher;
- in accordance with statutory requirements;
- in accordance with any general principles set by the full governing body;

Terms of Reference:

The Committee will:

Finance:

1. To approve the annual budget plan, (if approval has been delegated by the full governing body), taking into consideration the priorities of the School Improvement Plan.
2. To facilitate and review financial policy including consideration of long term planning.
3. To be familiar with EFSA budget spending plans, formula funding structure and policies for financial delegation.
4. To monitor the school budget in the light of known activity and to take decisions on the virement of funds between budget heads, in line with the Scheme of Delegation and in



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the interests of the school achieving its overall aims and objectives. To ensure that ring fenced grants are spent in accordance with the terms and conditions of the grant.

5. To monitor school fund expenditure and ensure the audit of school funds for presentation to the governing body.
6. To ensure that the school has sound internal financial controls in place which safeguard the probity of its financial transactions and the reliability and accuracy of its financial records, including risk management strategies, register of business and pecuniary interests and an inventory list.
7. To ensure proper financial administration arrangements are in place that enables the governing body to fulfil its statutory responsibilities for financial management and to ensure that the school adheres to the principles of the Schools Financial Value Standard (SFVS).
8. To act as advisers and consultants to the governing body on financial issues.
9. To consider audit reports on the school from the Finance Director and make recommendations to the governing body.
10. To be responsible for contractual arrangements in respect of items approved by the governing body in accordance with The Scheme for Financing Schools and other, Financial Regulations including the opening of tenders and recommendations to the governing body concerning acceptance.
11. To determine the arrangements and the scale of charges for the letting of school premises and to annually review the schools Charging Policy and make recommendations to the governing body.
12. To recommend to the full governing body the level of financial delegation afforded to the Finance and Premises Committee and Headteacher.

Estates:

1. To be responsible for determining and recommending to the full governing body the content of the annual maintenance programme in line with the School's Asset Management Plan, i.e. those aspects of maintenance funded from delegated and devolved budgets.
2. To be responsible for monitoring the fabric of the school premises and, within the budget provision, authorising maintenance work.
3. To be responsible for monitoring the performance of the cleaning, grounds maintenance and catering services.
4. To be responsible for caretaking arrangements.
5. To consider improvements/alterations to school premises and to make recommendations to the governing body who shall forward proposals to the LA for consideration and approval.
6. To draft/agree specifications for any work to the building to be undertaken by outside contractors which is funded from the delegated budget.
7. To be responsible for monitoring the security of the premises.



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8. To consider requests to improve/replace furnishings within the school, within budget provision.
9. To monitor the operation of the LA's Health and Safety Policy Statement as far as it affects the school in order to safeguard the health and safety of employees, pupils and visitors to the school, and to make recommendations to the governing body.
10. To regularly review the need for structural repairs and maintenance that require partnership funding with the local authority.
11. To be responsible for ensuring that contractors employed to undertake work on the premises carry adequate public and employer's liability insurance and operate within all current legislation.

Risk:

1. Review:
 - a. The external auditor's plan each year
 - b. The annual report and accounts
 - c. The auditor's findings and actions taken by the trust's managers in response to those findings
2. Assess the effectiveness and resources of the external auditor. The committee may consider:
 - a. The auditor's sector expertise
 - b. The auditor's understanding of the trust and its activities
 - c. Whether the audit process allows issues to be raised in an appropriate and timely way
 - d. The quality of the auditor's comments and recommendations
 - e. The personal authority, knowledge and integrity of the audit partners to effectively interact with, and robustly challenge, the trust's managers
 - f. The auditor's use of technology
3. Produce an annual report of the committee's conclusions to advise the board of trustees and members
 - a. This can include recommendations on the reappointment, dismissal or retendering of the external auditor, and their Oversee and approve the trust's programme of internal scrutiny
4. Ensure that risks are being addressed appropriately through internal scrutiny
5. Report to the board on the adequacy of your trust's internal control framework (this includes financial and non-financial).
6. Have a written terms of reference describing its remit
7. Agree an annual programme of work to deliver internal scrutiny
8. Review the ratings and responses on the risk register to inform the programme of work, making sure checks are adjusted as appropriate each year
9. Agree who'll perform the work



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10. Consider:
 - a. Reports at each meeting from those carrying out the work
 - b. Progress in addressing recommendations
 - c. Outputs from other assurance activities by third parties, including Education and Skills Funding Agency (ESFA) financial management and governance reviews, funding audits and investigations
11. Have access to, and consider the quality of, the external auditor and those carrying out internal scrutiny