
PREMISES & FINANCE COMMITTEE

Terms of reference

General Terms

- To act on matters delegated by the Board of Directors;
- To liaise and consult with other committees where necessary and appropriate;
- To contribute to the School Improvement Plan;
- To consider safeguarding and equalities implications in all business of the Committee.

Membership & Quorum

Committee membership is limited to seven people and must include a minimum of:

- at least four representatives of the Board of Directors of The Brookfield School;
- at least one non-teaching staff member elected from within the staff body;
- the Business Manager ex officio.

Other members can be co-opted by the Board of Directors and need not be restricted to staff members or directors or those who already serve on other governance bodies of The Brookfield School. The term of membership is three years, and membership can be renewed for a second term.

The meeting is quorate when at least 50% of the membership and at least three Directors are present.

Meetings

Committee meetings must take place at least once a term. Committee meetings will not be open to the public, but minutes shall be made available. The Committee and the Board of Directors are at liberty to withhold from public inspection any matter or any information relating to a named person which either the Committee or the Board of Directors deems to be confidential.

The chair will be elected by the members of the committee and serve a one-year term which can be renewed up to three further times. In the absence of the chair, the committee will choose a chair from among those present.

The Committee's clerk will be the clerk to the Board of Directors, and in the absence of the clerk the Committee shall choose a clerk for that meeting from among those present (which may not be the head teacher, where s/he is present). The draft minutes for each meeting will be circulated within three weeks of the meeting, or one week in advance of the following Board of Directors meeting, whichever is sooner. The agenda for each meeting along will be circulated one week in advance of the meeting.

Any decisions taken must be determined by a majority of the committee members present and voting,

Financial policy and planning

The Committee has delegated authority from the Board of Directors to:

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

- engage annually with, and review, the Local Authority's commissioning process and make recommendations to the Directors about any impact on the school's financial planning.

Financial Monitoring

The Committee also has delegated authority from the Board of Directors to:

- monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan;
- receive at least termly budget monitoring reports from the head teacher;
- report back to each meeting of the Board of Directors and alert the directors of potential problems or significant anomalies at an early date;
- meet with other committees and provide them with the information they need to perform their duties;
- subject to the scheme of delegation, approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of The Brookfield School;
- prepare the Trustees' Report to form part of the Statutory Accounts for filing in accordance with Companies Act requirements;
- receive auditors' reports and recommend to the Board of Directors any appropriate action in response to audit findings;
- recommend to Trust Members the appointment or reappointment of the auditors.

Premises

The Committee has delegated authority from the Board of Directors to:

- review, adopt and monitor a Health & Safety Policy;
- provide support and guidance for the governing body and the head teacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety;
- ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues;
- inform the Board of Directors of the report and set out for its approval a proposed order of priorities for maintenance and development;
- arrange professional surveys and emergency work as necessary;
- create a project committee where necessary to oversee any major development;
- establish and keep under review a school buildings strategy including an Accessibility Plan and Building Development Plan;
- ensure that the Directors' responsibilities are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

The head teacher is authorised to commit expenditure within normal approved spending limits, 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 head teacher would normally be expected to consult the committee chair at the earliest opportunity.