

# Elmbridge Primary School Finance & Buildings Committee

## Terms of Reference

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements
- To make decisions on expenditure following recommendations from other committees
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises
- To oversee arrangements for repairs and maintenance
- In consultation with the Headteacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Maintenance Plan
- To establish and keep under review an Accessibility plan

**Disqualification:** Any relevant person employed to work at the school other than as the Head Teacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

**Composition:** Five named members of the Governing Body. Associate members may be appointed by the full Governing Body. Associate members cannot vote on issues relating to school finances unless they have been assigned voting rights by the full Governing Body.

**Meetings:** Committee meetings will be held on an as required basis but at least once a term. A member of the committee or clerk to the governors will make a record of all proceedings at each meeting. Minutes will be circulated to members within seven days of the meeting and presented with the agenda for the next full Governors meeting. The Chairman of the Committee will report the work of the Committee to the regular meetings of the Governing Body. The Committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.

<b>These terms of reference agreed by the Governing Body</b>	23.10.23
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mr D Allen	Governor	11 <sup>th</sup> September 2023
Mrs D Hamilton	Governor	11 <sup>th</sup> September 2023
Mrs A Ovens	Governor	11 <sup>th</sup> September 2023
Mr P Riddle (Associate with voting rights)	Associate	11 <sup>th</sup> September 2023
Mr G Tharia	Governor	11 <sup>th</sup> September 2023
Mr J Vallender	Governor	11 <sup>th</sup> September 2023

<b>Chair of the Committee</b>	Ms D Hamilton
<b>Clerk to the Committee</b>	Mrs C Grocott
<b>Quorum (minimum of 3, committee can determine higher number)</b>	3
<b>Date Committee established</b>	11.9.23
<b>Date of review:</b>	1.9.24

