

Elm Grove Primary School

Finance and Premises Committee 2019/20

September 2019

Finance & Premises responsibilities of the Governing Board

One of the core functions of the Governing Board is to oversee financial performance and ensure money is well spent. It is the responsibility of the Governing Board to ensure that:

- The school keeps proper accounting records during the year that will disclose, with reasonable accuracy, at any time the financial position of the school. These should be consistent with the DfE Consistent Financial Reporting guidelines and enable the school to prepare an annual income and expenditure statement that complies with DfE guidelines.
- The school maintains and operates an effective system of internal control to safeguard all the resources - delegated, granted or otherwise entrusted to the school - and to ensure the resources are used cost effectively. This includes capital expenditure.
- The responsibilities laid down under relevant Education and Health and Safety Legislation are met
- The school resources are used cost effectively
- The premises are safe, well maintained and fit for purpose, and support the children's learning and well-being

The detailed review and monitoring of the matters above have been delegated to the **Finance and Premises Committee**, by the Governing Body. As part of its work programme, the Finance and Premises Committee will also specifically schedule time to consider and review the following items:

- The annual budget and the work done to set a budget for the following year
- The review, amendment and approval of any policies set out in the Action Plan for the year

Finance and Premises Committee overview

- Membership shall consist of not less than four Governors, plus the Head Teacher.
- The Committee shall have such co-opted, non-voting members, as the Governing Body shall appoint. The Committee may make recommendations for these appointments.
- The Chair of the Committee will be elected at the first full Governing Body Meeting of the year.
- The quorum shall be three, two of whom must be Governors, and one must be the Head Teacher.
- The Committee shall meet at least once a term and otherwise as required (2019/20 plan is to meet once in the autumn term, once in the spring term and twice in the summer term).

2019/20 members:

- Chris Adams
- Diana Boyd
- Valerie Gates (School Business Manager)
- Hugh Mehta (Committee Chair)
- Emma Sutton (Health & Safety Governor)
- Leigh Ward (Committee Vice-Chair)
- Louise Willard (Head Teacher)

APPENDIX A: Terms of Reference for Finance and Premises Committee

Terms of Reference	Action Taken
1. The Finance and Premises Committee shall exercise the powers and duties of the Governing Body in respect of the financial and premises administration of the School, except for those items specifically reserved for the Governing Board and those delegated to the Head Teacher.	
2. The committee shall ensure that the school operates within the Financial Regulations of Brighton & Hove City Council. (Please see the Schools' Finance Handbook)	
3. The committee shall report financial matters and matters relating to premises (and staffing decisions recommended by the staffing committee)-taken under delegated powers to the meeting of the Full Governing Body.	
4. The Committee shall inform the Authority's Internal Audit Section if it suspects an irregularity affecting resources of the School or Council.	
5. In consultation with the Head Teacher, the committee shall question and approve the three year budget plan, linked to the School Improvement & Development Plan. This will be presented to the full Governing Body at the start of the relevant financial year.	
6. The committee are aware of the actual financial position of the school at each meeting, whilst also receiving monthly updates outside of the meeting.	
7. The committee will ensure the school premises are used effectively for income generation and community benefit.	
8. The committee will ensure that there are no shortfalls in the minimum standards laid down relating to Responsibilities of Governing Board and the F&P Committee above, including Health & Safety.	
9. The committee will ensure a system of internal controls is in place to prioritise maintenance and improvement or repair, linked to the requirements of relevant legislation (including Health and Safety) and to the School ethos and priorities. To monitor and review these controls.	
10. The committee will challenge the school to ensure resources are used effectively and ensure value for money.	
11. The committee will receive regular reports from the Caretaker relating to all relevant aspects the buildings and grounds in order to carry out responsibilities and functions efficiently and effectively.	
12. The committee will monitor GDPR compliance to ensure school remains compliant and protects sensitive data	
13. The committee will support fundraising efforts, particularly by the PTA, to maximise school funds	

APPENDIX B: Finance & Premises Committee Work Plan 2019/20

1. The Committee will deliver all of its terms of reference as specified by Governors detailed in Appendix A.
2. Key issues to be considered during the year are set out in the Finance and Premises Committee Work Plan below (Appendix B)

Strategic Target	Action(s)	Target Date	Responsible	Success Criteria	Achieved?
1. To review policy and strategies to secure best practice – Schools Financial Value Standard (yearly)	Review the SFVS	January 2020	F&P Committee	SFVS reviewed and amended if needed	
2. To review policy and strategies to secure best practice - Financial Management Skills Analysis Matrix for both governors and staff (as part of the SFVS) (yearly)	Review the financial management skills analysis matrix for both staff and governors	January 2020	F&P Committee	Skills analysis matrices reviewed and amended if needed	
3. To ensure a rigorous, effective, balanced three year budget is set for 2019/2022 and linked to the School Improvement & Development Plan	To ensure an effective 3 year budget plan can be recommended to the FGB	May 2020	Headteacher, SBM	Budget is proposed and accepted by Governing Body and an effective staffing structure is approved.	
4. To review the Scheme of Delegation	Review Scheme of Delegation annually	February 2020	F&P Committee	Scheme of delegation reviewed and amended if needed, proposed and accepted by Governing Body	
5. To review the current financial situation of the school throughout the year and authorises prudent financial decisions mitigating financial risk.	SBM to present budget outturn spreadsheet at each committee meeting, and via email monthly	Every committee meeting & monthly via email	SBM & F&P Committee	F&P Committee are fully aware of schools financial situation	
6. To review and agree charges for the lettings of the school property.	Review the charges for lettings.	June 2020	SBM & F&P Committee	the school premises are used effectively for income generation and community benefit	
7. To ensure effective financial benchmarking exercises take place using DfE Value for Money website	To compare school spending and services with other schools, including local cluster schools, using the procurement benchmarking tool	November 2019	SBM & F&P Committee	To achieve value for money and to ensure school use of resources has a direct impact on educational outcomes	
8. To review and approve Primary Sports Funding Expenditure	To review expenditure at the end of the financial year	November 2020	F&P Committee		
9. To view and approve the independent audit of the voluntary school fund statements on an annual basis	Audit of voluntary funds to be undertaken each academic year	Feb 2020	SBM & F&P Committee	F&P are fully aware of financial situation of the voluntary funds	
10. To review and monitor Health and	H&S governor to meet	Ongoing	SBM & F&P	Governors have monitored and	

Strategic Target	Action(s)	Target Date	Responsible	Success Criteria	Achieved?
<p>Safety reports and priorities for the entire school estate. Ensure there is appropriate insurance for all activities (ST1)</p>	<p>with HT and SBM termly and follow H&S work plan (separate doc); report to committee</p> <p>Premises and health and safety walk twice a year.</p>		Committee	<p>reviewed systems to ensure Health and Safety legislation is being followed.</p>	
<p>11. Review and monitor premises priorities, and oversight of all premises, including Pepperpot and Site manager's house in accordance with relevant policies and procedures, leases and other IA guidance as appropriate (ST2)</p>	<p>Twice yearly premises walk with site manager.</p> <p>Termly report from site manager</p> <p>Review relevant policies and leases as appropriate</p>	Ongoing	SBM & F&P Committee	<p>Premises are accessible, cleaned and maintained to required standard</p> <p>Any developments to the school are to the benefit of all staff, pupils and visitors to support the school ethos, teaching and learning.</p> <p>LA programme of work monitored</p> <p>Relevant policies and leases are approved</p> <p>Playground development progresses</p> <p>New initiatives are considered and reviewed</p>	
<p>12. Input, monitor and review long term maintenance & development of the school estate</p>	<p>Committee to review the rolling 5 year plan for maintenance and renewal of the premises</p>	Ongoing	SBM & F&P Committee	<p>Maintenance and renewal of the school estate is clearly prioritized, in line with the SIDP and the health and safety policy</p>	
<p>13. Review school compliance with GDPR</p>	<p>Committee to review the GDPR policy</p>	November 2020	SBM & F&P Committee	<p>School continues to be compliant with GDPR requirements</p>	
<p>14. Monitor and support fundraising efforts to support the school's funds</p>	<p>Committee to review and support fundraising plans</p>	Ongoing	F&P Committee	<p>School gets maximum benefits from fundraising activity</p>	

APPENDIX C:

Finance & Premises Committee Annual Overview 2019/20

Autumn Term - Thursday 14th November, 6.00pm

- Work plan and TOR
- Presentation of up to date Budget Outturn for current financial year
- Any new/updated policies for review and approval
 - GDPR in 2019/20
 - Charging and remissions policy
- Review original forecast of no. of children in academic year alongside school census figures
- Review of SFVS requirements Financial Skills Matrix
- Sports funding expenditure review
- Financial Benchmarking for previous year
- Health & Safety (including scheduling of visits)
- Premises update (including scheduling of premises walks)
- Fundraising activity

Spring Term - Tuesday 11th February, 6.00pm

- Presentation of up to date Budget Outturn for current financial year
- Presentation of overall strategic aims and direction of Budget for next 3 years, for discussion and approval
 - Review and cost any significant differences in the next budget such as changes to staffing structure, new initiatives, additional classroom assistants etc
 - Begin financial planning for new SIDP
 - Establish subject budget requirements and forecast any changes required
- Review and approval of any amendment to the Scheme of Delegation
- Presentation of School Fund accounts
- Health & Safety
- Fundraising activity

Summer Term - Thursday 7th May, 6.00pm

- Presentation of up to date Budget Outturn for financial year just concluded
- Presentation and approval of Final Budget for next financial year (following discussion at previous meeting)
- Review progress on Finance Plan
- Health & Safety
- Fundraising activity

Summer Term - Thursday 11th June, 6.00pm

- Presentation of up to date Budget Outturn for current financial year
- Review of lettings
- Health & Safety
- Fundraising activity