**Tintwistle Primary School: Finance and Premises Committee (1 October 2015)**

**Membership**

1. The committee shall consist of at least 3 governors plus the Headteacher.
2. The committee shall have such co-opted non-voting members as the governing body shall appoint. The committee may make recommendations for these appointments.

**Quorum:**

The quorum shall be 3 governors, one of whom must be the Headteacher. The committee shall not meet without the Headteacher or Headteacher’s nominee being present.

**Meetings**

The committee shall meet at least once a term and otherwise as required.

1. The committee will make a record of all proceedings at each meeting. Minutes will be circulated to circulated to all governors within 7 days of the meeting (or as agreed) and presented with the agenda for the next full governing body meeting.
2. The Chair of the Finance Committee will report the work of the Committee to the full governing body.
3. The Committee will liaise with such other committees and invite members of other committees to attend its meeting as should be deemed appropriate.
4. Any matters which may be in conflict with the work of another committee must be referred to the governing body.

**Terms of Reference**

1. To provide guidance and assistance to the headteacher and the Governing Body in all matters relating to budgeting and finance.
2. To prepare and review financial policy statements, including consideration of long term planning and resourcing.
3. To consider and approve each year’s annual management plan priorities and present an annual budget to the Governing Body for consideration and ratification.
4. To monitor the income and expenditure of all public funds (budget share, other funds provided by the LEA, nursery and pre/post school care) and report on the situation to the Governing Body.
5. To recommend the level of delegation to the headteacher for the day to day management of the school.
6. To approve the costs and arrangements for purchases, maintenance and repairs when those costs fall between the level of the headteacher’s financial delegation limit and the Governing Body’s limit.
7. To vire funds, if necessary, within the limits set by the Governing Body.
8. To ensure the audit of non-public funds for presentation to the Governing Body.
9. To receive and, where appropriate respond to, periodic audit reports of public funds.
10. To provide support to the headteacher on all matters relating to the school premises and grounds.
11. To oversee the preparation and implementation of contracts.
12. To prepare a lettings policy for the approval of the Governing Body.
13. To ensure any necessary liaison with the Local Authority’s Property, Audit and Financial Services Departments.
14. To present a termly written report to the Governing Body of its actions.