

MANOR PRIMARY SCHOOL GOVERNING BODY

Terms of reference –Finance and Buildings

Membership

The membership of the Committee will be at least four governors, the Head Teacher (or her representative). The committee may co-opt such additional non-voting members, as it considers necessary. The Finance Manager and the Site Manager will provide reports or attend as required.

Quorum

The quorum shall be 50% of the membership to be present.

Meetings

These will be held at least 4 times a year. Governors will be notified of preliminary dates at the start of each academic year. Agendas will be distributed to Committee members at least one week prior to meetings. The Clerk will attend Committee meetings when possible and will be responsible for the taking and distribution of the minutes. When the Clerk is unable to attend, a member of the Committee will be asked to take the minutes.

Reports

Minutes of committees will be available before the next full governors' meeting

Review

The committee will review these terms of reference annually, at the end of the summer term.

Terms of Reference

The main delegated responsibilities of this committee in order to assist in the implementation of the SDP are:

- (1) Monitoring the school budget
- (2) Approving the first formal budget plan of the financial year for agreement by the Governing Body
- (3) Reviewing the state of the buildings to ensure that teaching and learning are carried out effectively
- (4) Ensuring Health and Safety requirements are met
- (5) Reviewing the impact of the pupil premium
- (6) Making appropriate input to the SDP
- (7) Reviewing the following policies and documents:

Statutory

Health and Safety
Charging
Governor Allowances
Data Protection
Accessibility Plan
Register of Business Interests
Pay and Conditions Policy

Desired

Laptop Users
Asset Management
Financial Procedures
Annual Leave
Compassionate Leave
Risk Assessment

Practice Papers

PPA Cover

Reviewed: October 2022
Next Review: October 2023