



St Edmund's and St Joseph's Catholic Primary Schools

Executive Headteacher: Maria Kemble
Chair of Governors: Mrs Z Crane

*"We learn together in God's love by
encouraging and supporting one another."*

Terms of Reference Finance and Estates

- To monitor progress and evaluate the effectiveness of the priorities for Finance and Estates allocated to the committee within the School Development Plan
- In consultation with the Headteacher, to draft and approve the first formal budget plan of the financial year, carry out revisions and monitor the budget (half termly)
- To establish and maintain an up to date 3 year financial plan (Strategic Budget Plans) in the spring term and reviewing during Autumn term to inform recovery of deficit if applicable
- To consider a budget position statement half termly including virement decisions where necessary and to report significant anomalies from the anticipated position to the Governing Body
- To review the Outturn Report and report any significant variances from the original budget to the Governing body
- To receive and review the Cash-flow report prior to presentation to the Governing body on a minimum of an annual basis
- To establish and review a Business Continuity Plan (in accordance with the requirements of the SFVS)
- To ensure that the school operates within the Financial Regulations of the County Council
- To review and approve policies relating to finance and estates as delegated by Governing body
- To make decisions in respect of service agreements, contracts and insurance (buildings and public liability) as well as expenditure in line with limits set out in the Record of Financial Responsibility
- To be responsible, in conjunction with the HR Committee, for determining dismissal payments/early retirement
- To review the SFVS documentation as required: agree an action plan and timetable for remedial action and take a recommendation for formal approval of the SFVS to the Governing body annually
- To maintain an overview of and ensure an up-to-date asset register is maintained together with an annual inventory
- To consider an Audit report from the Local Authority and agree a detailed action plan with evidence of regular monitoring, where appropriate
- To complete the self-evaluation of Governing body competencies on an annual basis in respect of the Chair of Governors, Chair of Finance Committee and a governor with a finance role on an annual basis
- To review benchmarking data on an annual basis
- To receive reports from the Premises Manager relating to the maintenance and development of the school's premises, including Health and Safety and make recommendations to the Governing Body on premises related expenditure
- 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 Development Plan

- To establish and keep under review an Accessibility plan (statutory requirement for review every three years minimum)
- To monitor risk assessments for the premises and ensure that the results of these are actioned and reported
- *Additional items which individual Governing Bodies may wish to include*

These terms of reference agreed by the Governing Board	21/10/2020
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Ian Cameron	G	06/12/2021
Heather Thacker	G	06/12/2021
Sophie Duchesne	Staff G	06/12/2021
Anna Jackson	Co-opt	06/12/2021
Jo Herlihy	Obs	

Chair of the Committee	To be appointed
Clerk to the Committee	Local Authority
Quorum (minimum of 3, committee can determine higher number)	3

Date Committee established	30/01/2020
Date of Review	06/12/2021