



Founded 1879

## **St Aloysius College Finance and Premises Committee Terms of Reference**

The Governing Body shall have overall responsibility for the budget and financial management of the school.

The Governing Body sets up a Finance and Premises Committee that must meet at least once a term.

The Finance and Premises Committee shall be at least 3 Governors appointed by the Governing Body plus the Headteacher. The Committee shall have such co-opted non-voting members as the Governing Body shall appoint. The Committee may take recommendations for these appointments. The convenor is the Chair of the Committee.

The quorum shall be 2 Governors, and the committee shall not meet without the Headteacher being present or a substantive nominated by the Head. The Committee Chair will be appointed at the first meeting of each academic year.

If a quorum is not present, recommendations to the full Governing Body can be made, but no decisions taken.

Minutes of the Finance and Premises Committee meetings shall be reported to the subsequent meeting of the Governing body.

### **Finance**

The committee

- will take responsibility for budget and financial management and report to each Governing Body meeting.
- will agree a budget drawn up by the Bursar/Business Manager in consultation with the Headteacher for the school, prior to the beginning of the financial year, in line with information provided by Islington Education, and make a recommendation for acceptance to the Governing Body by March 31<sup>st</sup>.
- will delegate virements up to £5000 between budget headings to the Headteacher for the period between meetings subject to:
  - No virements between staffing and non-staffing budgets being delegated by the Finance Committee.
  - A report to each meeting of the Committee detailing all virements authorised since the last meeting of the Committee.
- will consider, and approve as appropriate, virements between budget headings for up to £25000.
- will consider and report to the Governing Body on the effectiveness of use of resources (including those relating to the playing fields and for which the school has responsibility) and the extent to which this achieves value for money.

- will take responsibility for preparing, reviewing and updating the School Financial Value Statement (SFVS) for approval by the Governing Body.
- will ensure the appropriate alignment between the Pay Policy and Performance Management Policy, receiving reports on implementation and ensuring accountability for decisions on pay and progression.
- will ensure that the audit of non-public funds for presentation to the Governing Body takes place annually.
- will also undertake the role of **Pay Committee**, whose **specific terms of reference** are:
  - To achieve the overall aims of the school Pay Policy
  - To apply the criteria set by the pay policy in determining the pay of each member of staff at the annual review.
  - To appoint and/or work with the School Improvement Partner.
  - To work with the Headteacher to ensure the Governing Body complies with Performance Management Regulations.

### **Premises**

The Committee:

- will ensure that proper arrangements are in place to ensure that the premises meet the requirements to safeguard children and provide security for all those who use the premises, and for the safekeeping of the School's resources.
- will monitor the condition of the School's land and buildings.
- will ensure that all maintenance and replacement works, completed by the Local Education Partnership's contractors, are completed according to the Islington Council's BSF maintenance contract, and receive regular reports from the LEP and from school staff on the standards achieved.
- will consider plans for, and financing of, additions or alterations to the building which are considered necessary to meet curriculum changes
- will oversee the occupation and use of the school premises and buildings according to the BSF contract and in liaison with the LEP, including a regular review of non-availability issues (if any).
- will draw up and keep under review a Lettings Policy for the School, including availability for community use, for approval by the Governing Body and in line with provisions in the BSF contract.

**Health, Safety & Welfare**

The Committee:

- will monitor the implementation of the Schools' Health and Safety and Welfare Policy and will provide reports, as necessary, to the full Governing Body.
- will oversee measures taken by school staff and maintenance contractors to ensure that School buildings, equipment and materials are safe and no risk to health, and will provide reports, as necessary, to the full Governing Body.
- will ensure that written assessments of risk in the School are regularly drawn up, by school and/or maintenance contractors as appropriate, and kept under review and will also draw up and review risk control measures for approval by the full Governing Body.
- will work closely with the Head Teacher, who is responsible for safeguarding the health, safety and welfare of pupils and staff. The committee will also maintain contact with the Premises Manager, the School's appointed Health and Safety representatives and LEP Maintenance Contractors directly or through the Headteacher and his senior colleagues.
- will ensure that the necessary insurance requirements of both the School and the Governing Body are in place and subject to regular review.

The Pay Committee will report to the Governing Body, as a matter of confidential business.