



Terms of Reference for the Finance, Health & Safety and Premises Committee

Lowther Endowed School with Little VIPs

Key Purpose

Overseeing the financial performance of the school and making sure its resources are allocated appropriately and its money is well spent.

Throughout, the term “school” will include governor led Little VIPs Daycare

General Terms

- To act on matters delegated to the committee by the full governing body as set out in this Terms of Reference
- To liaise and consult with other committees where necessary
- To contribute to the School and Little VIPs Development Plan and Self-Assessment processes
- To consider safeguarding and equalities implications when undertaking all committee functions
- To report back to the full governing body

Quorum

The quorum for meetings and for any votes shall be 3 governors.

Meetings

- The committee shall meet at least three times in the academic year, once in each full term. Additional meetings may be scheduled where the business or circumstances of the school dictates at any given time.
- The meetings will have a Chair and Vice Chair who shall be elected at the first meeting of the academic year.
- Meetings may take place by electronic means or by a mix of face to face and electronic, depending on the availability and preferences of governors.
- Committee meetings will not be open to the public but minutes shall be made available for inspection on request.
- Information relating to a named person or any other matter that the committee considers confidential will be redacted or recorded in Part 2 minutes and such items will not be available for inspection.
- In the absence of the Chair or Vice Chair the committee shall choose an acting chair for that meeting from among their number and record that in the minutes of the meeting



- In the absence of the Clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the head teacher).
- The draft minutes will be prepared by the Clerk and forwarded to the Chair of the FHSP Committee for checking within 5 working days of the meeting. The draft minutes of each meeting will be stored on Sharepoint and included with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the Chair or Vice Chair (or in their absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Finance

- Guide and assist the headteacher and the governing body in all budgeting and financial matters
- Adhere to the LA's financial and procurement procedures
- Set and approve a scheme for financial delegations; review annually the level of delegation to the headteacher and other staff for the day-to-day financial management of the school and make recommendations to the governing body
- In consultation with the headteacher, draft a 3 year budget plan which reflects the development priorities for the school for recommendation to the full governing body
- In consultation with the headteacher, prepare an annual budget for approval by the governing body in May and a midyear budget by the end of October of each year
- Ensure the approved budget plans are submitted to the LA in the required formal and by the required date each year
- Monitor income and expenditure against the agreed annual budget at each meeting and consider proposals for virement
- Provide a summary financial report at each full governing body meeting and make recommendations where necessary
- Ensure financial information is provided to the LA as required
- Complete the SFVS annually and submit by the required deadline
- Respond to recommendations made by the Council Director for Finance following internal audit of the school, and review any associated action plan
- Review the school's contract register and service level agreements to ensure that contracts are reviewed prior to expiry/renewal and the most favourable terms obtained
- To monitor the income and expenditure of all non-public funds;
- Arrange for the audit of all non-public funds for presentation to the full governing body
- Ensure that insurance cover is in place in respect of all identified insurable risks at an appropriate level, as advised by Westmorland and Furness Council for the School and the National Day Nursery Association for Little VIPs
- Determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Group's recommendations, to determine whether sufficient funds are available for increments for the Headteacher
- To put in place and regularly review a charging and remissions policy.



Health and Safety

- Ensure that the school has access to expert Health and Safety advice, policies and risk assessments
- Ensure that Health and Safety issues are appropriately prioritised and funds made available in the school budget to address any identified issues
- Carry out an annual review of the Health and Safety Policy with the Headteacher
- Ensure that an annual Health and Safety Audit is carried out and that Risk assessments are in place and reviewed as necessary
- Monitor Health and Safety using checklists provided by the school's Health and Safety advisor
- Report to the full governing body on outcomes of audits and monitoring

Premises

- Provide support and guidance to the governing body on priorities for the maintenance and development of the school's premises
- Liaise with the LA and the Lowther Endowment regarding premises and grounds issues
- Arrange for inspection by a professional, the premises and grounds annually and prepare a statement of priorities for maintenance and development and recommend approval to the governing body
- Review the Condition Survey and action identified maintenance and improvements
- Approve the costs and arrangements for maintenance, repairs and redecoration within the approved budget allocation and oversee the preparation and implementation of contracts
- To establish and keep under review an Accessibility Plan

In addition, any other matters delegated by the full governing body to the committee.

September 2024