

Composition

The committee will be made up of at least four named members of the Governing Body plus the Headteacher and/or the Deputy Headteacher. The committee will elect a chair annually.

Quorum

Meetings of the committee will not take place unless at least three members of the committee are present (one of whom may be the Headteacher and/or Deputy Headteacher).

Clerk

The Governance Clerk will arrange meetings; notify members with agenda, take minutes and circulate minutes to the committee members.

Meetings

The committee will meet once a term (and at other times they see fit).

Terms of Reference

The Governing Body delegates the following responsibilities to the Finance and Premises Committee:

Finance

Provide guidance to the Governing Body on all financial matters in accordance with the Central Bedfordshire's Scheme of Financial Management.

1. Prepare and review statements of financial policy in both the short and longer term.
2. Prepare and present a budget for the governing body's approval for LA delegated funds and any other income or carry forward sums, taking into account the priorities in the School Improvement Plan.
3. Monitor the budget using information provided by the Headteacher ensuring that spending remains within prescribed limits.
4. Report the financial situation each term and make recommendations where necessary.
5. Propose an appropriate level of delegation to the Headteacher for the day-to-day financial management of the school and ensure this delegation is minuted by the Governing Body.
6. Monitor income and expenditure for all public funds for which the school is responsible.
7. Respond appropriately to audit report recommendations.
8. Audit all non-public funds for presentation to the Governing Body.
9. Ensure the principles of best value are applied to services purchased with delegated monies.
10. To consider and authorise virements between budget headings.
11. To monitor the financial support that the school receives from the PTFA, and to ensure that this is recognised as appropriate.
12. To initially deal with any matter which may arise within or in relationship to the school, and for which no other Committee has responsibility, and to bring to the Governing Body such report or recommendations as are appropriate in relationship thereto.



Premises

13. To provide support and guidance for the Headteacher on all matters relating to the maintenance, security and enhancement of the school premises, and health and safety matters.
14. To ensure that the school complies with prevailing Health and Safety Regulations and relevant Codes of Practice, and responsibilities of the Governing Body in relation to premises, including adherence to Disability Discrimination Act.
15. To ensure that the school has a risk management programme and appropriate insurance arrangements in place.
16. To ensure that a member of the committee attends the annual Health and Safety Audit, receive regular updates on health and safety issues and liaise with the Headteacher about appropriate action.
17. To review and approve annually the school's procedures for financial monitoring and control, and health and safety and building management, and liaise with the Headteacher on specific aspects of those procedures.
18. To contribute to and consider the School Improvement Plan, identify priorities for the short and long term and budget for these projects.
19. To monitor capital expenditure to ensure funds are utilised to their full to improve the school site and premises.

Personnel

20. To determine the staff complement (liaising with the Finance Committee).
21. To recommend to the whole Governing Body, the appropriate Group size for the school and appropriate pay range for individual members of the Leadership group.
22. To keep under review the following personnel procedures and make recommendations to the full Governing Body:
 - Redundancy
 - Grievance
 - Conduct and Discipline
 - Capability
 - Health and Attendance
 - Retirement for Teachers
 - Leave of Absence
 - Close Personal Relationships
 - Whistleblowing
23. To ensure that Safe Recruitment Practices are followed when appointing new members of staff.
24. To ensure that all teaching staff benefit from appropriate professional development and that performance is rigorously managed
25. Governors will receive and evaluate reports on professional development offered to staff and feedback on the appraisal process and how this has linked to salary progression
26. To be aware of, and advise Governors of, the implications of equal opportunity legislation in relation to personnel functions.
27. To approve Discretionary Leave of Absence in line with the policy previously agreed by the Governing Body.



28. To receive annually, a report from the Headteacher on the Appraisal Process for teachers, to evaluate the operation and outcome of appraisal arrangements and, to review and if need be revise the school's Appraisal Policy and monitoring protocol to ensure that it remains current and meets the needs of the school.
29. To be responsible for determining the appointment procedures for Senior Leadership posts.
30. To be aware of and ensure compliance with guidelines for Newly Qualified Teachers.
31. To act as a pool of governors for staff appointments, which may or may not include the Headteacher.
32. To take steps to promote the safety of all pupils and ensure that they are safe in school.
33. Governors will receive and evaluate reports on the effectiveness of the school's safeguarding and safer recruitment policies
34. Regularly review and have oversight of the safeguarding audit.
35. Ensure that any areas of practice identified is being in need of development is rectified by the school.

Reporting

The Finance & Premises Committee will report back to the Governing Body on a termly basis or more often as required on their actions and decisions.

Review

These Terms of Reference will be reviewed annually.

Ratified by: Full Governing Body

Date of ratification: October 2025

Date of next review: September 2026