



Essendon C of E (VC) Primary School

Encouraging everyone's light to shine (Matthew 5:16)

Finance and Premises Committee Terms of Reference 2020-2021

Policy number: FP00

Frequency of Review: 1 year

Date of Ratification: September 2020

Ratified by: F&P Committee

Date of Next Review: September 2021

1. The Committee shall consist of a minimum of three Governors in addition to the Headteacher who may be ex-officio members of the Committee.
2. The Committee may co-opt suitable persons to the Committee as non-voting members to provide additional expertise. The Committee shall have no more than two non-voting members at any one time.
3. The Committee shall nominate one of its number to act as Chair. It shall appoint a suitable person to act as Clerk (which person may or may not be a member of the Committee). It shall appoint a temporary Chair from its Governor members in the absence of its Chair and a temporary Clerk in the absence of its Clerk.
4. A quorum of the Committee shall comprise of three members.
5. Agendas and papers for each meeting shall normally be circulated at last 7 days prior to the meeting. Minutes of the meetings shall be kept to record time, place and attendance as well as decisions, action points and recommendations to be made to the Governing Body. Minutes shall be circulated as soon as possible to the members of the Committee and to the Full Governing Body with the papers of the next meeting.
6. The Committee will consider such matters as are directed by the Governing Body, or between meetings by the Chair or Vice-Chair and will take advice as and when appropriate from the Headteacher.
7. The Committee shall usually meet at least once per term.
8. The terms of reference and composition of the Committee shall be reviewed annually.
9. The Committee may delegate powers or responsibilities, within the limits granted to it, to its members or to the Headteacher or Deputy Headteacher.
10. The overriding objectives of the Committee are to ensure that (i) the school environment is safe and conducive to effective learning; and (ii) that the school's resources are deployed prudently and responsibly in line with the school's ethos and values and the school's budgetary constraints.
11. Acting in accordance with:
 - the school's Schedule of Financial Delegation
 - any applicable legal and policy requirements
 - any external financial management standards that schools are expected to meet

the Committee will regularly review premises, finance and health and safety related items in the School Development Plan and School Annual Planner

12. The Committee will ensure that all matters relating to individuals are treated in the strictest confidence.

Date Adopted:

Chair of Governor's Signature: