



Adopted by Finance and Premises Committee on 20.9.2021 Item 7

## **Committee Terms of Reference and Delegated Powers Finance & Premises Committee**

### Role

The Governing Body of Whitley Bay High School is given its powers and duties as an incorporated body. The statutory responsibilities of the governing body of a maintained school are detailed in [section 21 of the Education Act 2002](#). Its key financial roles are to:

1. manage the school budget;
2. decide on how to spend the delegated school budget, depending on any conditions for maintained schools set out in the local authority scheme for financing schools;
3. be consulted by their local authority on funding;
4. ensure accurate school accounts are kept;
5. determine the number and type of staff and a pay policy in accordance with the [school teachers' pay and conditions](#);
6. act as a 'critical friend' to the headteacher by providing advice, challenge and support.

Whitley Bay High School Governing Body delegates the first four of these roles to the Finance and Premises Committee which may take decisions within a scope of delegation and recommends other matters to the Governing Body for approval.

### Term

The committee is a standing sub-committee of the Governing Body. The Chairperson and Deputy-Chairperson are appointed annually, membership may vary according to the requirements of the Governing Body and subject to the terms of office of individual members.

### Membership

The Finance and Premises Committee will comprise the following voting members and the clerk:

- Peter Berry (Chair) Co-opted Governor
- Nick Wright (Vice-Chair) Co-opted Governor
- Simon Corbett – Parent Governor

- Lawrence Fletcher – Parent Governor
- Gareth Gaston – Co-opted Governor
- Peter Lilley – Co-opted Governor
- Paul Mitchell – Co-opted Governor
- Steve Wilson – Headteacher
- Andy Sherlaw - Deputy Headteacher/ Advisor/ Clerk
- Natalie Thorne – School Business Leader

## Roles and Responsibilities

Roles and responsibilities include:

- Review of the preparation of the School's annual budget and recommendation of the Budget Plan to the governing body for approval;
- Review and recommendation of the scheme of delegation of the budget responsibilities to budget managers;
- Monitoring of income and expenditure against the budget plan at each meeting and review and approval of any revised forecasts and action plans needed to bring the budget in within agreed limits;
- Ensuring accounts are properly finalised at year end;
- Reviewing reports by the School Business Executive and audit officers as to the effectiveness of the financial procedures and controls and, annually, preparation of the statement of compliance with the School Financial Standards;
- Develop and monitor the School Building and Premises Plan;
- Monitoring the planning and delivery of premises plans and R&M projects;
- Develop and review School Policy with respect to use of resources;
- Develop and review the Security, Risk Management and Health and Safety Policy
- Set and monitor the scheme of expenditure delegation limits;
- Evaluating the effectiveness of financial decisions by reviewing delivery against budgets, plans and standards and approving any necessary continuous improvement;
- Review and monitor the letting of contracts by the School;
- To advise the Governing Body on actions needed to bring the School into compliance with statutory requirements and North Tyneside Council regulations which pertain to the remit of the Committee.

Additional responsibilities may be assigned to the Committee by the Governing Body according as required.

The membership of the Committee will commit to:

- attending all scheduled Finance & Premises Committee meetings
- sharing all relevant communications and information across all Committee members
- making timely decisions and taking action so as to not hold up the project
- notifying members of the Committee, as soon as practical, of any risks or issues that may impact the delivery of the programme

Members of the Committee will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could impact members of staff and their well being
- open and honest discussions, without resort to any misleading assertions

## Specific Delegated Powers

1. To operate the policy on virement as follows:

- (a) Up to £10,000 delegated to the Headteacher;
- (b) Between £10,000 and £20,000 delegated to Finance and Premises Committee;
- (c) Over £20,000 Finance and Premises Committee to make recommendations to the Full Governing Body

2. To operate the policy on contracts and leases as follows:

- (a) Upper 20% of contract and lease expenditure by value of order or contract to be reviewed by the Finance and Premises Committee;
- (b) Lower 80% of contract and lease expenditure to be delegated to the Headteacher or nominated party

3. To submit an annual report on Health and Safety Matters to the Governing Body.

## Meetings

All meetings will be chaired by the Chair or Vice-Chair.

A meeting quorum will be either the Chair or Vice-Chair and three other voting Governor members.

Decisions are made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If consensus is not possible, the Chair recommends a decision to the Full Governing Body. Only Governor members of the committee have a right to vote.

Any possible conflict(s) of interest relating to the agenda must be declared by members at the start of each meeting.

Meeting administration will be provided by the Clerk to the committee, this includes:

- preparing agendas and supporting papers. Agenda items will be set by written submission by members to the Clerk to the Governing Body at least seven days prior to the meeting and will be approved by the Chair in advance of the meeting.

- preparing meeting notes to record the names of those attending, time and place of meetings and any decisions, action points or recommendations to be made to the Governing Body, clearly indicating which are decisions and which are recommendations. Recommendations must be framed in such a way as to offer the Governing Body clear proposals or alternatives to debate and upon which to take decisions.

Minutes of committee meetings will be submitted at the next available Full Governing Body meeting and be made available via the Whitley Bay High School SharePoint site.

Items which require a decision by the Full Governing Body will be specified in the committee's agenda.

Meetings will be held twice a term at Whitley Bay High School or virtually over MS Teams or Zoom.

The normal procedures and regulations appertaining to the Full Governing Body shall also apply to the committee.

## Amendment, Modification or Variation

Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the committee members and subject to the approval of the Governing Body.

i. <http://www.legislation.gov.uk/ukpga/2002/32/section/21>

ii. <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2016>