

Strategic Development Finance and Premises Committee

Terms of Reference

Strategic functions

1. To review and develop the school development plan and to monitor the progress of its implementation.
2. To receive school evaluation reports, including SIP and Ofsted reports.
3. To set the school's Individual School Range.
4. To review and monitor the co-location partnership and receive reports from the joint facilities Committee.

Finance

1. To determine and review financial policy, including consideration of long term planning and resourcing.
2. To set the school development priorities and to approve the associated annual budget spending plan, ensuring that it is consistent with the school development and improvement plan.
3. To monitor school budget income and expenditure and to authorise virement as required.
4. To review annually the school's financial management policy and procedures and to ensure the school's compliance with the DfE financial regulations.
5. To monitor school fund expenditure and ensure a regular audit of the school fund.
6. To receive and, where appropriate, respond to periodic audit reports.
7. To ensure that an inventory of school property is maintained and to approve the disposal of inventory items.
8. To oversee the financial planning of Extended Service/Children's Centre provision.
9. To review annually the school's charging and remissions policy.

Premises

1. To ensure an annual inspection of the premises and to prepare a statement of priorities for maintenance and development.

2. To contribute towards an Accessibility Plan as required by the Disability Discrimination Act.
3. To develop and review the school's health and safety policy.
4. To ensure that statutory requirements for the safe management of school premises are discharged.
5. To ensure that the school has effective risk management strategies in place and that appropriate risk assessments are carried and monitored.
6. To receive and consider any reports and audits arising from general inspection of the school and to identify issues which required to be addressed.
7. To ensure that the school follows CYPF procedures in respect of permissions to work when carrying out work on the premises.

Membership

Membership of this Committee shall include the Chair and the Vice Chair of Governors, the Head Teacher and three other Governors. The school's Finance/Business Manager shall be a co-opted member of the Committee.

The Chair of Governors shall act as Chair of the Committee. The quorum for the Committee shall be three Governors.