

ST. MARY' CATHOLIC PRIMARY SCHOOL

FINANCE AND BUILDINGS/HEALTH & SAFETY COMMITTEE

Membership:	Mr Mick Quigley / Mr Daniel O'Connor (Executive Headteacher) Mr Sean Taylor – Chair (Foundation) Mr Martin Doherty (Foundation) Mrs Princess Akin-Olugbade (Parent)
Quorum:	The quorum shall be three Governors. The committee shall not meet without the Head Teacher being present or a substitute nominated by her.
Meetings:	The committee shall meet at least four times a year.

TERMS OF REFERENCE

Buildings/Health & Safety

1. To advise the Governing Body on priorities, including health and safety and the maintenance and development of the school's premises.
2. To keep under review the Governing Body's Health and Safety Policy and make recommendations for revisions.
3. To keep under review the school's maintenance and repair work.
4. To oversee arrangements for the use of school premises by outside users subject to the Governing Body's policy.
5. To work towards a clean, healthy school.
6. To provide a framework of Health and Safety practice which is embedded in all areas of school. This includes child protection.
7. To make best use of funding, grants and revenue.

In order to achieve this, we will:-

- Plan ahead for repairs, maintenance and security
- Monitor fire drills, Health and Safety Policy, risk assessments, monitoring reports and premises, at least once a year.
- Request information from the Head Teacher as necessary.

Finance

- To draft in conjunction with SLT and the school finance officer, the school's annual budget.
- To prepare a budget statement for each termly Finance Governors meeting to then be confirmed to Full Governing Body that this has been dealt with in detail.
- To prepare and issue a monthly status report on the budget for the LA if the school remains in deficit.

- To monitor the expenditure of all budget funds against the agreed limits and decide on action to be taken to correct any deviation from plan. Any items over £10,000 must be referred to the Finance Sub Committee for approval.
- To carry out a periodic (6 times a year) self evaluation of the overall finance process including the timely processing of invoices. Any issues will be actioned and monitored through the Finance Sub Committee.
- To review the budget in relation to any unforeseen changes to the operating environment, and make decisions as to how the school will react. The Governing Body will be kept regularly informed of any significant changes.
- To ensure that the school operates within the Financial Regulations of the County Council
- To liaise with other Committees where recommendations to deviate from existing spend patterns are made, and to recommend acceptance or otherwise of new plans to the Governing body.
- To approve arrangements for repairs and maintenance including contracts.
- To delegate to the SLT, at the discretion of the Committee, permission to make minor deviations from the published budget plan.
- To delegate to the Finance Officer permission to authorise spending within the agreed departmental and whole School budget limits.
- Committee chair will arrange meetings as appropriate/or by recommendation by a committee chair.

Date Terms of Reference approved by the Governing Body:.....16th October 2023.....

Review of Committee Terms of Reference and Membership

Last Review:January 2023.....

Next Review:October 2024.....