

## **The Hollies Pupil Referral Unit**

### **Finance and Premises Committee Terms of Reference 2016 - 2017**

#### **(Inc. Health and Safety)**

##### **Procedure:**

The Finance Committee will consist of at least three management committee members and the Head Teacher. Committee membership will be reviewed annually. Members of the committee will vote annually to elect a Chair, who cannot be a member of the committee employed at the unit. A quorum shall be not less than three voting members of the committee. The day to day responsibility for Health and Safety issues rests with the Head Teacher. Part of this role will be to make regular reports back to the full Management Committee according to responsibilities outlined in the Health and Safety Policy. It will normally be clerked by the office manager. The Finance Committee will meet at least once each term to carry out the key tasks. The Chair of the committee will contact the bursar two weeks prior to each meeting to discuss the items on the agenda and ensure that the correct information / reports are prepared. The agenda and relevant reports/documents will be sent out to all members of the Management Committee seven days before each meeting. When decisions are made, the chair will have the deciding vote, if required. Members will withdraw from consideration of those items in which they have a pecuniary, or conflict of, interest. Minutes of each meeting will be kept, recording the names of those present and any decisions or recommendations made. These will be distributed to committee members as soon as possible after each meeting. The minutes will be signed by the Chair at the start of the next meeting. Recommendations and decisions of the committee will be reported to the full management committee at each termly meeting.

The key tasks identified below will be discussed at each meeting as detailed in appendix 1.

##### **Key Tasks:**

1. Recommend the annual budget to the full Committee and to monitor that budget.
2. Contribute to formulation of the school improvement plan through consideration of financial priority and proposals in consultation with the Head Teacher.
3. Monitor and amend as necessary the presentation or the annual expenditure plans as produced by the school staff as a result of the established system of forecasts.
4. Establish long term spending proposals.
5. Review the services purchased and present any revisions to the full Committee.
6. Enter into contracts (below set financial limit).
7. Submit a list to full Committee of any items of school property to be written off.
8. Advise the Teaching and Learning & Staffing Committee, where applicable, of the costs of any proposed staffing changes.
9. Review insurance cover and present any revisions to the full Committee.
10. Review the auditor's report and respond with proposed actions to any recommendations made.
11. Monitor the audited accounts and annual financial statements of the Unit and arrange for these to be presented to the full committee.
12. Investigate financial irregularities.
13. Review and monitor the Schools Financial Value Standard.
14. Monitor the functioning of the TRIG8 system.
15. Review and monitor the Pupil Premium funding.
16. Provide an annual statement about the unit's lease agreement and upkeep of the property.
17. Ensure that the Health and Safety Audit takes place every year and review /take action on any recommendations arising from the audit.

## **Policies**

- **Review the Finance Policy and present revised proposals to the full Committee**
- **Review the Pay and Conditions Policy and present revised proposals to the full Committee**
- **Review the Performance Management Policy and present revised proposals to the full Committee**
- **Review the Health and Safety Policy and present revised proposals to the full Committee**

These terms of reference were agreed by the Management Committee on:

Signed:

(Chair of Management Committee)

These are the named representatives but it remains open to other members of the Committee to join if they wish:

Nikky Gilmore, Finance Committee Chair; Emma Jackson, Bursar; Sonia Lockett, Acting Head Teacher; Julie Roper, Management Committee Member; Jude Slack, Management Committee Member; Sally Briggs, Minute Taker

## **The Hollies Pupil Referral Unit**

### **Finance and Premises Committee – Termly Meetings Key Tasks**

#### **Autumn Term**

- Review the remit of the above committee
- Pupil Premium – expenditure and impact
- Review budget and summer terms expenditure / Trig 8 funding
- Discuss any items of school property that need to be written off
- Review and update as necessary the finance policy
- Review the Schools Financial Value Standard and submit to full MC and Chair of MC for approval
- Review the Health and Safety Audit and present to the full MC for approval
- Consider requests for purchases/services within the finance committee's remit as set of in the schools scheme of delegation

#### **Spring Term**

- Review budget and autumn terms expenditure / Trig 8 funding
- Review salary modellers in line with staffing structure
- Advise the Staffing and Curriculum Committee, where applicable, of the costs of any proposed staffing changes
- Set the new financial year's budget and submit to full MC for approval
- Review insurance cover and agree any revisions
- Review and update the Health & Safety policy and submit to MC chair for approval
- Consider requests for purchases/services within the finance committee's remit as set of in the schools scheme of delegation
- Consider requests for purchases/services within the finance committee's remit as set of in the schools scheme of delegation

#### **Summer Term**

- Receive and review the Health & Safety report
- Review budget and spring terms expenditure / Trig 8 funding
- Consider implications of confirmed underspend / overspend from the previous year's budget
- Consider any proposals from the schools development meeting(s) in order to establish medium/long term spending proposal
- Review the Pay and Conditions Policy and present revised proposals to the full Committee
- Review the Performance Management Policy and present revised proposals to the full Committee
- Consider requests for purchases/services within the finance committee's remit as set of in the schools scheme of delegation
- Pupil Premium – expenditure and impact

#### **As Necessary**

- Review the finance audit report and respond to any recommendations made
- Review the health and safety audit report and respond to any recommendations made
- Investigate any financial irregularities