



**WOODFORD COUNTY HIGH SCHOOL
GOVERNORS' FINANCE AND PREMISES SUBCOMMITTEE
TERMS OF REFERENCE**

- Committee:** 4 Governors (minimum) and 2 Leadership Team Representatives
(Membership 2019-2020: JB/CO-G/CB/SB/HT + SBM)
- Meetings:** 4 meetings per year and such other meetings as the Chair may call

Finance

1. To ensure prudent management of the School's financial resources and enable it to meet commitments in the School Action Plan
2. To recommend the budget at the beginning of each financial year which the full Governing Board will be requested to ratify.
3. To consult about and recommend the Termly Financial Report to The Governing Board
4. To review regularly, in accordance with the Finance Policy, significant revenue and capital expenditure and report to the Governing Board any significant variance with budgeted expenditure
5. To receive audit reports and monitor responses to their recommendations and review the effectiveness of financial procedures and controls
6. To review annually the School's finance policy
7. To ensure that financial returns are completed and submitted to the Local Authority in accordance with LBR Requirements
8. To review the annual benchmarking against a cohort of similar schools.
9. To advise on the feasibility of additional funding revenues for the school
10. School Status: to keep under review organisation status in line with government policy

Premises

11. To ensure that the premises are maintained in satisfactory state of repair and conform to the relevant legislation
12. To have particular regard to the requirements of Health and Safety and to security issues
13. To consider plans for the maintenance, improvement or extension of the school premises and consider the budgetary impact of meeting those requirements
14. To consider any proposed development of additional premises or redevelopment of any part of existing school premises in accordance with Best Value and LBR tendering requirements
15. To decide on matters relating to tendering and contracts
16. To recommend the Health and Safety Policy to the Governing Board and to be responsible for its regular review
17. To ensure that adequate insurance is held by the School
18. To monitor income from lettings

Data Protection

- Approve appointment of statutory Data Protection Officer
- Approve the Record of Processing Activities (ROPA)
- Receive the annual Data Protection Audit and Reporting Log and consider any actions arising from audit recommendations



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Regular Tasks

EVERY TERM (a) Matters arising (b) Policy review (c) Termly Finance Report (d) School Fund Report

<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
<ul style="list-style-type: none"> Review of Pupil Premium Funding information on website 	<ul style="list-style-type: none"> Review Action Plan and associated costs Review Draft Budget Discuss strategic and scenario planning for 1-3 years and beyond Review auditor's report SFVS Review Benchmarking 	<ul style="list-style-type: none"> Report of Pupil Premium Funding Spending for financial year just ended Review arrangements for instrumental lessons (Redbridge Music School) Appointment of School Fund external auditor Review Risk Register

Policies: To approve/recommend for approval

<u>Autumn Term</u>	<u>Spring Term</u>
SP 07.02 Managed Evacuation Policy (review autumn 2019) SP 07.03 Health and Safety (review autumn 2019) SP 05.03 Charging (review autumn 2019)	Sp.04.05 Gifts & Hospitality (review spring 2020) SP 01.01 Finance Policy (review spring 2020)
Summer term	Procedural notes for consideration
PN Lockdown Procedures (review summer 2020)	Accessibility and Disability Equality Scheme

Agreed by Finance and Premises Subcommittee: 1st October 2019
Approved at Governing Board Meeting: 8th October 2019
Next Review Date: Autumn 2020