



HEYES LANE PRIMARY SCHOOL FINANCE & PREMISES COMMITTEE REMIT

Purpose of Committee

The finance and premises committee will review and agree the school's proposals for the budget, review the school fund account and review and keep track of expenditure. It will be concerned with the use of premises, grounds and extended school facilities which may include caretaking, cleaning, decorating and maintenance. It will monitor efficient use of utilities such as water, electricity or gas and maintain an overview of costs and lettings policy for the premises. Health and safety will also fall within this remit.

Terms of reference:

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year
- To establish and maintain an up to date 3 year financial plan
- To consider a budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within financial regulations
- As part of the delegation of the day to day financial management of the school, the Headteacher will have full delegated powers to authorise expenditure in line with the agreed budget not in excess of £15000 and to vire an amount of money not in excess of £15000 between budget sub-headings;
- The Finance Committee will have delegated powers to authorise expenditure of an amount of money not in excess of £50000
- The Finance Committee will have delegated powers to authorise the virement of an amount of money not in excess of £50000
- All virement of funds must be reported to the full governing body
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body
- To review the charges and remissions policies and expenses policies every three years
- To make decisions in respect of service agreements / service contracts
- To determine whether sufficient funds are available for pay increments as recommended by the Headteacher
- In the light of the Headteacher Performance Management Committee's recommendations, to determine whether sufficient funds are available for increments
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as is practical, that Health and Safety issues are appropriately prioritised including the maintenance and development of the school's premises
- To make decisions on expenditure and oversee arrangements for repairs and maintenance
- In consultation with the Headteacher to oversee premises-related funding bids
- To oversee arrangements, including Health and Safety, for the use of school premises by outside users, subject to governing body policy
- To establish and keep under review a Building Development Plan
- To review the Critical Incident policy and procedures every three years
- To establish and keep under review an Accessibility plan

These terms of reference agreed by the Governing Body	Date: 21/9/26
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Name of Governor/Associate Member	G/AM	Date Appointed to the Committee
Mr A Allen	G	21/9/26
Ms H Chapman	G	21/9/26
Mrs S Harkin (Head)	G	21/9/26
Mrs C Lucas	G	21/9/26
Prof J Pattison	G	21/9/26

Chair of the Committee	Prof J Pattison
Vice-Chair of Committee	Mrs C Lucas

Clerk to the Committee	Trust GS
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Quorum	4
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Date Committee established	21/9/26
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Date of review	September 2027
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