



Caverstede Nursery School Governing Board

FINANCE, PREMISES AND HEALTH & SAFETY COMMITTEE

Terms of Reference 2024 - 2025

Reviewed and approved by the Governing Board on 3rd July 2024

How often meetings will be held: Six times per annum

Membership: Eight – including Headteacher and one Associate Governor

Quorum: the number of non-staff governors present must be at least half.

Review: Annually

FINANCE

1. To advise the Governing Board on financial strategy and policy within the resources available.
2. To receive, consider and recommend to the Governing Board annual estimates for the school's budget and the annual outturn budget.
3. To receive regular reports on the school's income and expenditure, showing a comparison of these against the annual budget, and report to the Governing Board accordingly.
4. To consider the priorities of the School Improvement Plan each financial year and to approve a budget based on those priorities.
5. Generally to advise the Governing Board on the provision of resources and services to the school, and, in particular, to undertake the setting up of contracts for a variety of services as determined by the Governing Board.
6. To ensure that the school has arrangements in place in order to comply with the requirements of the Scheme for the Financial Management of Schools.
7. To keep under review and to advise the Governing Board on the general condition, usage and maintenance and development of the school's building and their fabric and sites.
8. To oversee arrangements for repairs and maintenance and premises related to funding bids.
9. To consider and make recommendations to the Governing Board on any proposal for the acquisition or disposal of buildings and sites.
10. To oversee lettings arrangements of the school premises by outside users.
11. The limit of delegated authority expenditure and budget adjustments for the Finance Committee is £20,000 ex vat and for the Headteacher is £2,500 ex vat.
12. The limit of write off of debt is £2,000 ex vat by the Headteacher, above £2,000 ex vat by the Finance Committee, with details reported to the Governing Board and reported in the minutes of the Governing Board.
13. To ensure efficient custody and control of the School Bank Account with the use of authorised signatories (the Chair of Governors, Headteacher, Senior Teacher and Assistant SENCO) and clear separation of duties and traceability of transactions.
14. To ensure appropriate controls over the usage and procedures in place to ensure secure and effective use of any debit card with the School Bank Account.
15. To ensure the annual financial statements are produced in time and in accordance with the Financial Regulations.
16. To approve amendments to the budget, subject to any major areas of concern being taken to the Governing Board for approval.

PREMISES AND HEALTH & SAFETY

Under Section 2 (7) of the Health and Safety at Work Act 1974, the health and safety committee have the function, in consultation with the staff and children they represent, of keeping under review the measures taken to ensure the health and safety at work of the employees and children. This is also under the Consultation with Employee Regulations 1996.

1. To ensure the Health and Safety at Work Act and other current health and safety legislation is implemented within the school and appropriately prioritised.
2. To ensure any element of risk is assessed and all procedures and documentation is accurate and in place. To periodically examine risk assessment reports.
3. To oversee health and safety arrangements of the school premises in terms of the condition of the buildings, equipment and usage, including external users.
4. To oversee the arrangements for medical, fire and emergency procedures
5. Report on accidental and notifiable diseases, unsafe and unhealthy conditions and practices, together with recommendations for corrective action to the Governing Board
6. To oversee the arrangements for crisis and emergency management.
7. Consideration of reports and factual information provided by inspectors of the enforcing authority and any reports which the health and safety team may wish to submit
8. Monitoring the effectiveness of safety procedures and safe systems of work to ensure the health and wellbeing of staff.
9. To ensure the school follows best practice with regards to environmental management procedures.
10. To oversee all food hygiene management systems and ensure training requirements are in place
11. Monitoring the effectiveness of the safety content of staff training
12. Monitoring the communication of health and safety within the school