

Alsager School
The Finance Committee
Terms of Reference

The Finance and Environment Committee

1. MEMBERSHIP

- 1.1 Six Governors
The Headteacher/DHT
- 1.2 In Attendance
The Business Manager
Such others as the Finance Committee may from time to time wish to invite
Clerk to the Governors or person delegated to minute meeting
- 1.3 The Finance and Environment Committee shall have the power to co-opt additional members.
- 1.4 A quorum of the Finance and Environment Committee shall be **three members**.
- 1.5 The Committee will be chaired by a Governor, to be elected from the Governors on the Committee.
- 1.6 The Committee will meet at least termly, according to needs.

2. FUNCTIONS

The Governing Body will delegate the following functions to the Finance and Environment Committee.

Finance

- Annual budget planning
- Budget monitoring and review
- Preparation of Annual Financial Report(s)
- Staff appointments (funding approval)
- Audit and regulation
- SMVS
- Development companies
- Taxation
- Medium term financial planning
- Financial management systems
- Asset Register
- Resource management
- Financial risk management
- Financial implications of partnership and contractual agreements (review and recommendation)
- Financial Approval re building, maintenance and development policy
- To ensure that each of the school budgets are administered independently.

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- To ensure that statutory responsibilities within the remit of this committee are met through the creation and implementation of relevant policies with regard to matters relating to access

Environment

- Premises and Playing Fields
- Utilities and Energy
- Joint Use
- New build/capital projects
- Refurbishments
- Maintenance/repairs
- Contracts including insurance and insurance claims
- Tender writing and contract reviews
- Planning Applications
- Health & Safety
- Parking issues
- Security
- Lettings
- Licences
- Budgets relating to environment issues
- Recycling issues
- DDA
- Asset Management

3. HEADTEACHER/DHT FUNCTIONS

- 3.1** The Headteacher/DHT will convene or arrange for the Business Manager to convene the Finance and Environment Committee
- 3.2** The Headteacher and Business Manager will be responsible for managing the budget and the implementation of policy.

Revised by RMi - November 2011 and updated January 2018