



Eccleston C.E. Primary School

Let Our Light Shine

Terms of Reference

Name of Committee: Buildings, Finance, Health and Safety

Reviewed: Autumn 2010

Approved by Buildings, Finance, Health and Safety: Autumn 2018

Approved by Full Governing Board: Autumn 2019

Signed by Chair of Governors:

Review Date: Autumn 2020

Eccleston CE Primary School

Finance, Buildings, Health & Safety Committee

Terms of Reference

Membership:	The committee shall consist of not less than three governors. Membership should include the Headteacher or member of the Senior Leadership Team (SLT). The committee may make recommendations to the Governing Board for co-option of non-governor members.
Quorum:	Three Governors.
Meetings:	At least once per term and more frequently if deemed necessary by the majority of members.
Chair:	Non-employee to be elected by this committee
Accountability:	The committee will report back to the Governing Board by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

Terms of reference:

- to contribute, in collaboration with the Headteacher and staff, to establishing, monitoring and evaluating sections of the School Improvement Plan / SSDP relating to finance, premises, health and safety and providing a quality learning environment
- to keep relevant sections of the Self-Evaluation Form or equivalent under review and update as necessary
- to establish, monitor the impact of, and keep under review all the school's plans, policies and procedures relating to financial management and compliance with the requirements of the SFVS as well as the environment, Health and Safety and the letting of premises
- to review and submit the annual budget for approval by the Governing Board in line with statutory guidance and timescales
- to monitor and evaluate expenditure of all monies generated by the school including grants and unofficial funds (eg the School Fund) to ensure that spending provides best value and is linked to the school's agreed priorities
- to undertake , at least annually , an assessment of the school's use of financial resources via bench-marking with other similar local schools

- to provide financial information to the LA as required and respond to recommendations following the internal audit of the school
- to establish, monitor the impact of, and keep under review all the school's plans, policies and procedures relating Safeguarding and related Risk Assessments
- to appoint independent auditors to audit unofficial funds and submit audited accounts annually to the governing body for information and provide a termly update to the Governing Board on the School Fund's financial position
- to ensure that all insurances provide adequate cover (ie Buildings, Public Liability, Contents, Educational Visits and Teachers' Sickness Insurances)
- to maintain a Register of Pecuniary Interests of governors and members of staff with financial responsibility through SFVS
- to take all reasonable steps to ensure that the school premises, grounds, equipment and materials are safe and do not put health at risk
- to ensure that security measures for the protection of personnel and premises are effective and make recommendations for its improvement as necessary
- to make recommendations for budget and devolved capital funding expenditure to the governing body based on environmental surveys and plans and best value principles
- to monitor ongoing maintenance, repair and improvement work and related expenditure and assess value for money
- to ensure that the school is obtaining value for money in relation to all environmental contracts including those awarded on its behalf by the LA; liaise with contractors and the LA as necessary support and training in their role
- to ensure that a member of staff responsible for H&S is appointed as required and that they receive the necessary support and training
- to oversee the letting and use of the premises and ensure that facilities are appropriately resourced
- to liaise with, consult with and provide information to parents and the wider community on matters relating to the environment, security, health and safety and use of community facilities as necessary