BLESSED HUGH FARINGDON CATHOLIC SCHOOL

SITES AND FINANCE COMMITTEE

TERMS OF REFERENCE 2025 - 26

Purpose

This Committee is responsible for assisting the Board of Governors in fulfilling its oversight responsibilities for the financial affairs and performance of the school, and for ensuring the establishment and maintenance of sound financial policies and practices which will lead to the long-term financial sustainability. In addition, this committee is responsible for the oversight of the maintenance and development of school premises, including health and safety aspects.

Composition

The Committee will comprise at least 4 ordinary Governors, the Head teacher and other advisory members as the Governing Body shall see fit.

Quorum

A meeting will not be quorate if there are fewer than 3 Governors present.

Frequency

The committee will meet not less than five times each year.

TERMS OF REFERENCE

FINANCE

1. To ensure good financial practice at all times
2. To approve and delegate the draft of the first formal budget plan of the financial year to the Principal Finance Officer.
3. The committee should then recommend a detailed annual budget to the Governing Body as soon as practicable after notification of the budget sum from the LA and in accordance with the LA timetable.
4. To monitor the progress of the budget by receiving a periodic budget position statement and to report significant anomalies from anticipated position to the Governing Body.
5. To make necessary virements between cost centres following approval of Annual Budget plan:
    a. Between £5K and £20K– to be authorised by Sites & Finance Committee
    b. Over £20k – to be authorised by Full Governing Body.
6. To approve the final accounts for the previous financial year.
7. To approve the authorised signatories for the bank account:

8. To establish and maintain an up to date 3-year financial plan.
9. To ensure that the School operates within the financial regulations of the LA.
10. To monitor expenditure of all voluntary funds kept on behalf of the Governing Body. To seek to maximise parent voluntary contributions on an annual basis
11. To monitor and evaluate the finance, buildings and Health & Safety/security aspects of the 3-year School's Improvement Plan.
12. To make decisions in respect of service agreements in conjunction with the School Business Manager.
13. To make decisions on expenditure following recommendations from other committees.
14. To identify and analyse potential income and work with others to achieve it

POLICIES, PROCEDURES & PLANS

To review, at appropriate intervals, policies delegated to the Sites & Finance Committee, including but not limited to:

- Accessibility Policy and Action Plan 3 YEARLY
- Data Protection GDPR Policy ANNUAL
- Financial Policy Procedures ANNUAL
- First Aid Policy 3 YEARLY
- Governors Allowances Policy 3 YEARLY
- Health and Safety Policy ANNUAL
- ICT Disaster recovery plan and continuity services
- Lettings Terms Conditions ANNUAL
- Premises Management Policy 3 YEARLY
- Supporting Students with a Medical Condition Policy 3 YEAR
- Schools Risk register ANNUAL
- TORs Terms of Reference Sites and Finance
- Use of Credit Card Policy 3 Yearly

SITES:

- To oversee arrangements for building repairs and maintenance programme and consider implications on the budget and advise the Governing Body on priorities, including Health & Safety, for the maintenance and development of the school premises.
- To approve the brief and receive tenders from the most suitable contractors for premises related contracts greater than £60,000 and make recommendations in line with the approved tender policy.
- To oversee premises related funding bids.
- To establish and keep under review a building development plan.
- To oversee all new-build and major refurbishment projects.
- To oversee Health & Safety issues related to the workplace and ensure they are appropriately prioritised.
- To oversee arrangements, including Health & Safety, for use of the School premises by outside users.
- Buildings Insurance and personal liability: Governing Body to seek advice from LA, Diocese or trustees where appropriate (it is suggested that the GB as a whole should be involved in this decision).

- Developing school buildings strategy or master plan and contributing as required to LA Asset Management Planning arrangements (it is suggested that the GB as a whole should undertake this decision).
- Procuring and maintaining buildings, including developing properly funded maintenance plan.
- To attend to any other business as delegated by the Governing Body.

These Terms of Reference will be reviewed annually at the first meeting held in the autumn term.