



**BRENTFORD
SCHOOL FOR GIRLS**

Brentford School for Girls

Governing Body

Premises and Finance Committee

Date Updated	Date to be reviewed
February 2018	Spring 2019

The Governors of the Brentford School Academy Trust expect the school to follow the current Academies Financial Handbook and details set out in the Academy Trust Funding Agreement.

Terms of Reference:

Whilst the Premises & Finance Committee, like other Committees, has delegated powers, responsibility for all decisions rests with the Full Governing Body. The Premises & Finance Committee is not a statutory committee.

The Premises & Finance committee recognises that it can have delegated powers to make final decisions upon any duties as outlined in point 64 onwards, page 22, Section 4, of the *DofE Guide to the Law for School Governors*, Reviewed in May 2012.

Purpose of the Committee:

It is the responsibility of the Premises and Finance committee to :

- Monitor the financial administration of the school
- To prepare the annual budget for approval by the whole Governing Body
- To authorise any necessary changes in the course of the year
- To plan ahead for the financial wellbeing of the school including continually looking at efficiency
- To deal with all matters relating to Health and Safety; to ensure Health and Safety are monitored and given due regard.
- To deal with all matters related to premises
- To act as an Audit Committee

All Governors, including those on the Premises and Finance Committee and the Chair of Governors, will be provided with an electronic copy of the Management Accounts each Month.

The Terms of Reference will be reviewed annually in conjunction with the Finance Policy - Governors and Finance Policy – Staff. These policies include the virement of financial limits.

The Head teacher (AO) is responsible to the Premises and Finance committee for the preparation and day to day operation of the school budget.

In undertaking this role the committee must:

1. elect a chair person at the first Full Governing Body meeting of each school year
2. meet at least once a term
3. be prepared to discuss all matters which relate to Finances and Premises
4. conduct regular reviews of related financial policies
5. keep a record of each meeting through minute taking
6. provide all governors with a copy of the minutes of each meeting
7. provide all members of the governing body with at least seven days notice of the date and time of the meeting
8. ensure that any person at a meeting who has a financial or other personal interest under discussion withdraws from the meeting

Membership:

The Premises and Finance Committee has a fixed membership of a minimum of 5 Governors, including the Head teacher. The Chair is elected by the Full Governing Body. Meetings are open to all members of the Governing Body and every Governor receives notification of the meetings.

The School Business Manager to attend and Deputy Head teachers are invited to attend as advisors.

Quorum: The quorum shall be at least 3 Governors plus the Head teacher.

Signed Simon French

Dated

08.02.18

Chair of Committee