



**BRENTFORD  
SCHOOL FOR GIRLS**

## **Brentford School for Girls**

### **Governing Body**

#### **Premises and Finance Committee**

Date Updated	Date to be reviewed
Autumn 2019	Autumn 2020

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 decision's 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 chairperson 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.



**Finance and Premises - Definition of function of the audit committee – Added October 2018**

**Audit committee**

*The Governors have decided not to have a separate Audit Committee but that the Premises and Finance Committee will deal with and consider matters relating to internal control and auditors. This will appear as a separate item on the agenda and staff will not be entitled to take part in this agenda item. In particular, the Committee is to:*

- advise the governing body on the adequacy and effectiveness of the Academy Trust's systems of internal control and its arrangements for risk management, control and

governance processes, and securing economy, efficiency and effectiveness (value for money).

- review the statement on internal control and make appropriate recommendations to the governing body.
- advise the governing body on the appointment, reappointment, dismissal and remuneration of auditors (both external auditors and internal audit).
- monitor the effectiveness of auditors, including the use of auditor performance indicators.
- ensure effective coordination between auditors.
- ensure that additional services undertaken by the auditors is compatible with the audit independence and objectivity.
- agree the work programme of internal audit including the checking of financial controls, systems, transactions and risks.
- consider the reports of the auditors and, when appropriate, advise the governing body of material controls issues.
- monitor the implementation of agreed audit recommendations.
- ensure that all allegations of fraud and irregularity are appropriately investigated, and controls weaknesses addressed.
- recommend the annual financial statements to the governing body for approval
- review the committee's membership and effectiveness on an annual basis to ensure that it has appropriate skills and relevant experience.

Signed Simon French

Dated

04.10.18

Chair of Committee