LANGLEY AND BEAUFORT SCHOOLS’ GOVERNING BODY

PREMISES/HEALTH & SAFETY SUB-COMMITTEE

Terms of Reference

The work of the Premises/Health and Safety Sub-Committee will be incorporated in the Finance Sub-Committee.

1. Membership

1.1 The committee shall consist of not less than three governors, plus the headteacher in her voting capacity. The committee members can ask the governing body to appoint up to two non-voting members with appropriate premises/health and safety skills.

2. Quorum

2.1 The quorum shall be three governors. No decisions may be passed without consultation with the headteacher/deputy headteacher.

3. Delegated Powers

Delegated Powers will be granted to the headteacher for the day to day management of the premises, including health and safety issues.

Expenditure

3.1 The headteacher can incur expenditure up to £10,000 without reference to the finance sub-committee.

3.2 The headteacher can incur expenditure on single orders between £10,000 and £15,000 with the prior approval of the finance sub-committee, subject to the receipt of three quotations and compliance with the current Financial Regulations and Standing orders, as outlined in the School’s Financial Manual.

3.3 The headteacher can incur expenditure on single orders in excess of £15,000 with the prior approval of the governing body subject to the receipt of three quotations and compliance with the Finance Regulations.

3.4 The headteacher may incur cumulative expenditure with suppliers outside the City Council Departments) up to £10,000 without reference to the finance sub-committee.

3.5 The headteacher should report to each finance sub-committee meeting, to show cumulative expenditure with suppliers in excess of £7,500 for which an approval of exemption from Standing orders should be included in the relevant minutes.

3.6 It is noted that if similar cumulative expenditure builds up with the same supplier in the following year, alternative suppliers should be considered.
Virements and Budget Revisions

3.7 The headteacher may undertake virements and budget revisions up to £10,000, which should be reported retrospectively to the finance/school environment sub-committee.

3.8 The headteacher may undertake virements and budget revisions between £10,000 and £15,000 with the prior approval of the finance/school environment sub-committee.

3.9 The headteacher may undertake virements and budget revisions in excess of £15,000 with the prior approval of the governing body.

Other Responsibilities

3.10 Receive and respond to periodic audit and its reports of public funds (LA internal or external audits).

3.11 Maintain a Register of Financial Interests, updated annually in the autumn term. Include at each meeting an opening agenda item on financial interest, which is minuted. The register will include all governors and school staff with financial management roles.

3.12 Assess the school’s insurance cover and see that it provides adequate protection against risks.

3.13 Maintain an Inventory Record in accordance with the current Financial Regulations.

3.14 Be authorised to write off equipment, or appropriately sell from the School Inventory, without prior reference to the finance/school environment committee. To report write-offs at least annually to the finance/school environment committee.

4. Meetings

4.1 The committee shall meet at least once a term.

4.2 Any additional meetings will be called as necessary; at least seven days’ notice must be given when calling a committee meeting.

5. Minutes

5.1 The minutes will be taken by the clerk to the governing body, who will be responsible for processing and distribution in consultation with the chair of committee and school’s financial managers.

5.2 The agenda will be drawn up by the clerk to the governing body with consultation as in 5.1.

6. Chairing

6.1 The committee shall elect a chair and vice chair annually.

7. Reporting to the Governing Body

7.1 The chair will report to the full governing body on main decisions taken and any recommendations which the governing body needs to vote on.
8. **Areas of Responsibility**

8.1 The committee will:
- Draw up a programme of development with short, medium and long term plans, annually in consultation with the staff of the school. These plans will form part of the School Improvement Plan.

8.2 Arrange for annual inspection of all grounds, premises and equipment and the preparation of a report on their condition for consideration by the governing body.

8.3 Make recommendations to the governing body on major capital works and long term building projects.

8.4 Approve arrangements for minor works, repairs, maintenance and redecoration up to the agreed delegation limit.

8.5 Approve arrangements and charges for the letting of school premises and the use of the premises outside normal school hours, in accordance with the LA’s standing orders, within the limits set by the governing body.

8.6 Consider the LA’s Health and Safety Manual and to prepare, for the approval of the governing body, a Health and Safety Policy.

8.7 Monitor compliance with the Health and Safety at Work Act, all current Health and Safety Regulations and Governors’ Responsibilities under the Environment Protection Act 1990 relating to litter and refuse.

8.8 Ensure that all staff receive appropriate information and training so that they:
- Prepare suitable risk assessments and action is taken to minimise risk.
- Monitor the accident/incident records within the school.
- Monitor fire safety measures including alarm systems and fire drills.

8.9 The committee is responsible for monitoring the security of the school premises.

8.10 Agree to undertake relevant training to keep up-to-date with the national and local trends and policies.

9. **Review**

9.1 These Terms of Reference will be reviewed and updated at the beginning of each academic year for approval by the governing body.

Reviewed Finance Committee 2 October 2007
Approved Full Governing Body 16 October 2007