# Facilities & Finance Committee Terms of Reference

**Membership**
Membership of the Committee comprises a minimum of four full members of the Governing Body including the Headteacher. Also in attendance are: the Business Manager and Clerk to the Governing Body, plus the Senior Finance Officer and Site Manager if required. Names of current members will be as shown on the Governing Body Committee Membership List.

The Chair of the Committee shall be appointed by nomination and electronic voting at the end of the Summer Term prior to the start of each academic year, or at the next full Committee meeting following the resignation of a Chair.

A quorum shall be 50% of the current membership rounded up to a whole number.

**Meetings**
Meetings will be held at least four times per academic year and at least termly, in accordance with the published calendar of Governing Body meetings.

**Terms of Reference**
The terms of reference will be reviewed at the first meeting of each academic year.

**Responsibilities**

To act on behalf of the full Governing Body as a specifically delegated function in relation to:

1. Exercise the Governing Body's responsibilities, within budget sums approved by the Governing Body, in the management of the School premises.

2. Ensure that grant received is used in accordance with the ESFA's Financial Regulations and for purposes prescribed by the Secretary of State;

3. Take such steps as are necessary to ensure that the financial systems within the School are secure and efficient;

4. Provide the ESFA and DfE with any information necessary to assure them that the Financial Regulations are being applied and that grant income is being used as it has prescribed;

5. Give preliminary and detailed consideration to draft budgets;

**Duties**

The duties relating to facilities shall be to:

1. Maintain a general oversight of the management of the School premises;

2. Produce recommendations for programmes of:

   a. maintenance, repair and improvement;
   b. redecoration;
   c. refurbishment of equipment and furniture;
   d. major capital development;

   in order to inform the School Development Plan and the annual budget;

3. Maintain a statement of intent over 3 to 5 years of repair, maintenance and improvement programmes;

4. Decide priorities for minor improvement works, redecorations and repairs within budget limits;

5. In the context of the School Development Plan to determine the expenditure of Formula Capital Grant;

6. Appoint architects and other property professional advisers to the School;

7. In the context of the School Development Plan to determine the content of, and to oversee the production, of any Capital Bids;

8. Refer matters to and receive reports from the Staff Health and Safety Committee;

9. In conjunction with the Staff Health and Safety Committee to oversee the maintenance of adequate levels of health and safety in the School, and to produce and maintain a Health and Safety Policy;

10. Determine contracts for premises related goods and services, and to receive reports on the performance of these contracts;

11. Oversee the provision of free meals and the catering service within the School;

12. Determine letting policies and letting charges;

The duties relating to finance shall be to:

1. Oversee and ensure that appropriate grants, including those from the ESFA/DfE are applied for at the correct time and that any conditions are met;

2. Ensure the timely and accurate return of all forms relating to the finance of the School to the ESFA;

3. In the context of the School Development Plan and the Budget Strategy, produce draft budgets for the Governing Body to approve;

4. Oversee the production of and recommend annual accounts to the Governing Body for submission to the ESFA, Companies House and to parents;

5. Receive reports from the School's auditors, including any annual report and management letter, consider any necessary action and ensure its implementation;

6. Monitor income and expenditure and authorise changes to approved budgets within limits defined by the Governing Body from time to time;

7. Receive reports on cashflow projections, and income and expenditure reports, and to take or to recommend necessary action;

8. Agree the management of the School's banking arrangements including the investment and control of the unrestricted funds;

9. Approve and regularly review the operation of the School's financial controls and procedures and to complete self-assessment checks in accordance with advice and documentation provided by the ESFA;

10. Agree a scheme of delegation to the Headteacher, the Business Manager and budget managers in respect of the School's financial controls and procedures;

11. Approve procedures for, and to agree:
    a. the acquisition, recording and monitoring of assets;
    b. the disposal of surplus assets and the seeking of approval from the ESFA for writing-off of bad debts in accordance with the Academies Financial Handbook;

12. Agree policies for charging parents for extra-curricular activities;

13. Ensure that obligations to the HMRC, DfE and those due in regard of superannuation schemes are met and that any necessary records are kept and returns made;

14. Maintain a register of Governors' and key staff business interests;

15. Arrange adequate insurances for the School;

16. Agree arrangements which ensure best value for money and to receive reports on variations to normal procurement procedures;

17. Agree contracts or other arrangements, as appropriate, for the supply of payroll and pensions administration;

18. Keep under review the financial skills of key school staff and make recommendations on training to the Staff and Student Matters Committee;

19. Keep a strategic overview of the IT Department and report any issues to the appropriate Governing Body sub-committee, as required.

20. Maintain an overview of income and expenditure of the School Fund.

21. Receive reports on all virements and approve any virements as required in line with the School's current Financial Regulations

22. Maintain an overview of the School's compliance with GDPR including a review of the annual audit completed by the DPO. Relevant actions steps will be cascaded to other committees as appropriate. An annual update will be provided to the Full Governing Body.

The duties relating to audit requirements shall be to:

1. Receive and review the Responsible Officer's Support Service Internal Control Evaluations provided by the outsourced appointed agent, Essex County Council, (who undertake the programme of checks) and ensure appropriate actions are taken to address any recommendations made;

2. Review and ratify the Business Manager's recommendation in relation to the appointment, re-appointment and removal of the outsourced provider of Responsible Officer's Support Service Reviews and to approve the remuneration and terms of engagement of the provider;

3. Receive the Facilities & Finance Committee Chairman's verbal report detailing the monitoring and integrity of the financial statements and controls of the School and any formal announcements relating to the School's financial performance;

4. Receive and review the external auditor's reports and ensure appropriate actions taken to address any recommendations made;

5. Make recommendations to the Full GB in relation to the appointment, re-appointment and removal of the external auditor and to approve the remuneration and terms of engagement of the external auditor;

6. Review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process, taking into consideration relevant regulatory requirements;

7. Review and monitor the engagement of the external auditor to supply non-audit services, taking into account relevant ethical guidance regarding the provision of non-audit services by the external audit firm, and identifying any matters which may require changes, improvements or further actions;

8. Ensure a Risk Register is maintained covering the core risk types faced by the School. The Register will record the risks, the relevant controls and mitigants, and the functional governance committee accountable for the management of each risk and control.

9. The Chair of the Facilities & Finance Committee will give a verbal report on any necessary audit-related matters to the Full Governing Body at each formal meeting.

**Accountability**

The Facilities & Finance Committee is accountable to the Full Governing Body. A report (including minutes) from the Facilities & Finance Committee shall be a standing agenda item at calendared meetings of the Full Governing Body.

*Approved by the Facilities & Finance Committee on 6th October 2021*
*Approved by the Full Governing Body on 15th October 2021*