

## Terms of Reference: Finance and Property Committee

- In consultation with the Headteacher, to draft the first formal budget plan of the financial year for recommendation to the GB for approval.
- In consultation with the Headteacher, to draft an October review of the budget plan for the financial year for recommendation to the Board for approval.
- To establish and recommend to the GB a Scheme for Financial Delegation.
- To consider appropriate levels of reserves and balances, in light of LA guidance
- To establish and maintain an up to date 3-year financial plan.
- To Complete the Schools Financial Values Standard (SFVS), on behalf of the governing body and make recommendation to the Board for acceptance.
- To analyse and comprehensively review benchmarking data, investigating variance and reporting to the Board appropriately with any relevant recommendations.
- To consider a budget position statement nine times per year from a control report submitted by the school's independent bursar, to discuss the position, including any virement decision, at least termly when the committee meet, and to report significant anomalies from the anticipated position to the Governing Body.
- To ensure that school operates robust procurement procedures, exploring all 'Best Value' opportunities, taking advantage of national initiatives and DfE Procurement Framework opportunities.
- To ensure that the school engages in Integrated Curriculum Financial Planning (ICFP), to create the best curriculum for pupils with available funding.
- To approve all expenditure beyond the powers delegated to the headteacher
- To ensure that the school operates within the Financial Regulations of the Local Authority.
- To monitor expenditure of all voluntary funds kept on behalf of the Governing Body, and to arrange for their audit.
- To annually review charges and remissions policies and expenses policies.
- To make decisions in respect of service agreements.
- To make decisions on expenditure and income following recommendations from other committees.
- To consider and recommend action on audit reports.
- To consider any other financial matter at the request of the GB.
- To determine allocation of funds for pay increments as recommended by the Headteacher.
- In the light of the Headteacher's Appraisal Group recommendations, determine allocation of sufficient funds for pay increments.
- To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- To oversee arrangements for repairs and maintenance.
- To make recommendations to the Full Governing Body on premises-related expenditure.
- In consultation with the Headteacher, to oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of the school premises by outside users, subject to governing body policy.
- To establish and keep under review a Buildings Maintenance Plan.
- To establish and keep under review an Accessibility Policy.

**Disqualification** – Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

**These terms of reference agreed by the Governing Body: 25.09.25**

Name of Governor/Associate Member	G/AM	Date appointed to the committee
Jane Farraday	Governor	25.09.25
Emma Simpson	Governor	25.09.25
Bryan Kerr	Governor	25.09.25

Richard Quinn	Governor	11.12.25
Liz Heaton	Governor	25.09.25
Jane Newberry	Governor	25.09.25
<b>Chair of the committee</b>	Mrs J Newberry	
<b>Deputy Chair of committee</b>	Mr R. Quinn	
<b>Clerk of the committee</b>	Mrs J Brookes	
<b>Quorum</b>	3	
<b>Date committee established</b>	25.09.25 (revised with new members January 2026)	
<b>Date of review</b>	Sept 26	