

## Linwood School Governing Board

### FINANCE & ASSET MANAGEMENT COMMITTEE - TERMS OF REFERENCE

The Finance & Asset Management Committee will focus on the quality of education provided by Linwood School as follows:

- Advise the governing board on the setting of budgets, adoption of contracts and service agreements, and school policies and procedures for financial management and control.
- Monitor, on behalf of the governing board, financial arrangements and the exercise of delegated powers within school to ensure financial probity and best value.
- Establish and maintain a three year financial plan, taking into the account priorities of the School Development & Improvement Plan, roll projection and signals from central government and the LA regarding future years' budgets, within the constraints of available information.
- Draft and propose to the governing board for adoption an annual school budget taking into account the priorities of the School Development & Improvement Plan.
- Ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.
- Ensure that the financial administration of the school conforms to LA regulations and guidelines.
- Monitor spending throughout the year through financial reports from the school and the LA, ensuring that expenditure remains within prescribed limits.
- Consider and authorise virement between budget headings to an amount of £5,000 and to make proposals to the Governing Board regarding virement beyond this amount.
- Monitor the financial management and ensure audit of all unofficial funds for presentation to the Full Governing Board.
- Review, adopt and monitor all additional financial policies, including a charging and remissions policy and governors' allowances & expenses policy.
- Monitor and evaluate the operation and impact of the Diversity Equality Scheme and seek to provide resources and support structures need to ensure effective implementation of action plans arising.
- To explore ways of maximising the utilisation of the current premises to support both school extended services provision and community use and consider possible use of future premises.
- To review the condition of the present school buildings, on receipt of termly reports from the Estates & Projects Manager, and prepare an appropriate annual maintenance plan to ensure they are kept in good order having full regard to the Borough of Bournemouth's Property Condition Report/Asset Management Plan/advice of LA.
- To keep under review the Accessibility Plan for the school and report to governors on its implementation.
- To liaise with the Executive Headteacher to ensure that efficient, effective and safe programmes are in operation for the following work: building & plant maintenance, premises/site security, cleaning, catering, grounds maintenance and disposal of waste.

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- To enter into contracts within the financial limit set by the Full Governing Board of £10,000 and to make proposals to the Governing Board beyond this amount.
- To approve award of tenders and ensure necessary tendering arrangements are carried out.
- To ensure a lettings policy and procedures are in place. To monitor the Lettings Policy and review on a three year basis, and determine charges.
- To ensure a health and safety policy and procedures are in place and that the school complies with health and safety regulations, and to monitor and review the Health & Safety Policy.
- To ensure that the governing board's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.
- Report to the Full Governing Board detailing the activities and outcomes of the committee's work.
- To establish a data protection policy and review it at least every two years.

### Committee Members

J Clarke (Chair)

K Baigent

M Davey

R Lane

G Talbot

*V McAuley, School Business Manager (co-opted)*

*A Szabat, Assistant School Business Manager (co-opted)*

### Constitutional requirements

Ex-officio Member: - Headteacher Governor

Power to Co-opt

To meet once a term

Three Governors in attendance to make a quorum

Report to Governors once a year

*Draft 10 Aug 2021*