Bushey Heath Primary School
Finance Terms of Reference

A vibrant school inspiring children to realise their potential

Members: 3-5 Governors
James Hughes
Chris Shenton - Chair
Pervez Choudhury
Leonard Vitarana
Penny Barefoot (ex officio)

Associate Members (No voting rights) can be appointed to provide financial support

Meetings: Minimum one per term

Purpose: To provide support and guidance for the Headteacher on all matters relating to the financial running of the school, maintenance, security and enhancement of the school premises and health and safety matters.

The Governing Body delegates the following responsibilities to the Finance, Premises and Health & Safety Committee:

1. Finance

a) To ensure a strategic approach to planning a budget that reflects the Schools' prioritised educational objectives.
b) To plan and present the budget to the Governing Body for approval, in line with the School Development Plan (including the schools staffing structure and charging policy).
c) To monitor the budget, ensure expenditure stays within agreed limits, act on significant variances and report to the Governing Body.
d) To approve the allocation of new, unallocated or surplus funds and/or approve movements of money between budget headings between £5,000 and £10,000. Finance in excess of this amount to be approved by the Governing Body.
e) Approve all payments made to the Headteacher personally i.e. reimbursements of payments for goods/services purchases on behalf the school and/or personal expenses incurred, e.g. travel expenses under £100.
f) Ensure that written quotes are obtained for purchases and contracts in accordance with the minimum requirements set out by in the local authority contracts regulation of between £10,000 and £50,000 (less than £5,000 at least one quote preferably confirmed in writing, £5,000 to £10,000 at least two written quotes and £10,000 to £50,000 at least three written quotes).
g) To ensure adherence to all financial controls and procedures, as stipulated by the Local Authority and to ensure the probity of the school's accounting procedures.
h) To ensure compliance with the roles and responsibilities in the Schedule of Financial Delegation adapted by the Governing Body.
i) To monitor and ensure that the School Fund is managed with the same rigor as the public accounts and arrange for annual audits on this account.
j) To approve contracts up to £50,000. Amounts in excess of this must be authorised by the Governing Body.
k) To ensure that contracts and tenders are awarded in accordance with the Local Authority Financial Regulations.
l) To ensure that the School's day-to-day financial management is established on firm principles of financial monitoring and control and that all decisions are taken in accordance with Local Authority Financial Regulations.

m) To review and implement any recommendations arising from internal audits carried out on the School's financial controls and procedures.

2. Premises

a) To provide support and guidance for the Headteacher on all matters relating to the maintenance, security and enhancement of the school premises, and health and safety matters.
b) To review regularly the condition of the school buildings and prepare an appropriate annual maintenance plan to ensure they are kept in good order, having full regard to the 'Property Condition Survey'/Asset Management Plan for the school and to report to Governors on its implementation.
c) To make recommendations to the Finance Committee/Governing Body for any development works necessary, so that these can be identified in the School Development Plan.
d) To liaise with the Headteacher to ensure that an efficient and effective cleaning and grounds maintenance programme is in operation.
e) To ensure necessary tendering arrangements are carried out. To approve the award of tenders. To make recommendations to the Governing Body on the award of contracts. To ensure that Financial Regulations are adhered to. To report and have minuted to the Governing Body should a quote other than the lowest be accepted. As required by the Audit Department this should be ratified by the whole Governing Body and minuted as appropriate.
f) To monitor and approve any lettings and agree charges.

3. Health & Safety

a) To ensure that the School complies with prevailing Health and Safety Regulations and relevant Codes of Practice, and responsibilities of the Governing Body and the Local Authority in relation to premises, including adherence to Disability Discrimination Act.
b) To ensure that the School has a risk management programme and appropriate insurance arrangements in place.
c) To ensure that the committee completes an annual Health and Safety Audit, receive regular updates from the Premises Manager on health and safety issues and liaise with the Headteacher about appropriate action.
d) To review and approve annually the school's procedures for financial monitoring and control, and health and safety and building management, and liaise with the Headteacher on specific aspects of those procedures.
e) To ensure that Local Authority guidance on educational visits is followed and, if necessary, seek specialise advice, to inform the school's policy, practices and procedures relating to the health and safety of pupils on educational visits.
f) To ensure that the Headteacher is supported in matters relating to educational visits and that they have the time and expertise to fulfil their responsibilities. To ascertain what governor training is available and relevant and ensure where possible training is undertaken.
g) To ensure that the school is following any relevant procedures, including incident and emergency management systems as recommended by the DfES/LA or Governing Body.

4. General

a) To discuss, monitor and review related policies procedures on a regular basis and to make any subsequent recommendations to the Governing Body.

Reporting: To ensure minutes are taken at each meeting are circulated promptly to all members of the Governing Body and to the Clerk of Governors.

Review: These Terms of Reference will be reviewed annually in the Autumn Term.

Date Policy Reviewed/ Amended:	October 2026
Chair of Governors:	James Hughes
Headteacher:	Penny Barefoot
Review Date:	October 2027
Reviewed by:	Full Governing Board