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**WIGAN LEARNING PARTNERSHIP**

**TERMS OF REFERENCE**

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| Name of Committee | **Finance & Premises Committee** | | |
| Quorum | **The Quorum for the Committee shall be 2 Governors** | | |
| Meetings | **The Committee will meet 4 times per year** | | |
| Delegation | **The Committee does have delegated powers** | | |
| Committee Chair | **Appointed by the Governing Body as Mr David Rosbottom. Vice Chair Mr Ernest Howell** | | |
| Clerk to the Committee | **Mrs Suzanne Strong** | | |
| Minutes | **Approved by the Committee** | | |
| Notes | **During discussions relating to individual staff pay and conditions any member of the committee employed at the Trust must withdraw.** | | |
| Reporting Arrangements | **Draft minutes will be received by the Governing Body at its next meeting** | | |
| Date Adopted | **1ST October 2020** | | |
| Signature Chair of Committee |  | | |
| **DELEGATED FUNCTIONS** | | **ADVISORY FUNCTIONS** | |
| **Functions** | **Indicate if Selected** | **Functions** | **Indicate if Selected** |
| To ensure compliance with The Trust’s Financial Regulations |  |  |  |
| To consider the school’s financial allocation and subsequently review the school’s proposed budget before it is submitted to the full Governing Body for approval each year. |  | To consider the school’s financial allocation and subsequently review the school’s proposed budget before it is submitted to the full Governing Body for approval each year. |  |
| To consider and approve purchases of more than £50,000 |  | To approve purchases of more than £50,000 |  |
| To consider and approve capital spending projects of up to £100,000 |  | To consider and approve capital spending projects of up to £100,000 |  |
| To approve the quarter end accounting reports |  |  |  |
| To ensure that the approved financial arrangements for the School are implemented. |  | To monitor the implementation of the approved financial arrangements for the School and report to the Governing Body on their effectiveness. |  |
| To consider and approve revisions and virements to the budget plan during the course of the year. |  | To recommend revisions and virements to the budget plan during the course of the years where the value exceeds committee authority as per financial regulations for approval by the Governing Body. |  |
| To receive, and where appropriate, respond to periodic audit reports of public funds. |  | To receive, and where appropriate recommend to the Governing Body appropriate response to periodic audit reports of public funds. |  |
| To be aware of the following Trust policies: -  Charging & Remissions Policy  Credit Card Policy  Expenses Policy  Financial Management Policy  Whistleblowing Policy |  |  |  |
| To monitor income and expenditure of all delegated funds (including money delegated for specific purposes) against the agreed budget. |  | To monitor income and expenditure of all delegated funds (including money delegated for specific purposes) against the agreed budget and report the financial position to the Governing Body. |  |
|  |  | To provide guidance and assistance to the Headteacher and Governing Body on all financial matters concerning the school. |  |
| To ensure spending does not exceed the total annual budget of the Academy and to take appropriate remedial action if there is a possibility of an over-spend and report the action taken to the governing body. |  | To ensure spending does not exceed the total annual budget of the Academy and to report to the governing body if there is a possibility of an over-spend. |  |
| To annually review Financial Benchmarking data and apply any outcomes to the Budget setting and School Development Planning Process. |  | To annually review Financial Benchmarking data and make recommendations to the Governing Body on the application of any outcomes to the Budget setting and School Development Planning process. |  |
| To contribute to and monitor the relevant areas of the School Development Plan by ensuring that budget planning supports identified priorities and makes recommendations to the Governing Body. |  | To advise the Governing Body on financial matters relating to School Development Plan by ensuring that budget planning supports the identified priorities. |  |
| To prepare and review financial statements to support long term planning and resourcing. |  | To prepare for approval by the Governing Body and subsequently review financial statements to support long term planning and resourcing. |  |
| To ensure that the appropriate repayments from Academy lettings are credited to the Academy budget |  | To monitor the crediting of income from Academy lettings to the Academy budget and report to the Governing Body. |  |
| To receive the management report from the Internal and External Auditors and monitor implementation of recommendations. |  | To ensure the audit of non-public funds for presentation to the Governing Body. |  |
| To ensure appropriate insurances are in place |  |  |  |
| To consider the Asset Management Register on an annual basis |  |  |  |
|  |  | To provide financial input and advice into any proposed staffing restructures |  |
|  |  | Where necessary to call a special meeting of the Governing Body. |  |

**PREMISES**

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| To oversee the preparation and implementation of building development contracts within the limits identified by the Governing Body. |  | To advise the Governing Body on the preparation of contracts. |  |
| To inspect the premises and grounds annually and implement a prioritised programme of maintenance and development which will deliver improved environmental performance, within the financial limits specified by the Governing Body. |  |  |  |
| To ensure annual safety audits of the School premises and implement action to remedy any serious concerns for which the Governing Body will have responsibility. |  |  |  |
| To ensure that the School complies with health and safety regulations. |  | To advise the Governing Body on compliance with Health and Safety issues and regulations |  |
| To formulate, review and approve the School’s local Health and Safety Policy. |  |  |  |
| To review and approve the School lettings arrangements. |  | To recommend to the Governing Body for approval the School’s lettings arrangements. |  |
| To examine safety inspection reports and implement any appropriate remedial actions required. |  | To examine safety inspection reports develop recommendations for the Governing Body to consider in respect of any remedial action. |  |
| To implement appropriate measures to deal with issues raised by the DCSF, LA and HSE. |  | To consider and recommend appropriate measures to deal with issues raised by the DCSF, LA and HSE. |  |
| To prepare, implement and monitor, where appropriate, building development proposals for inclusion within the School Development Plan. |  | To prepare and monitor, where appropriate building development proposals for inclusion within the Academy Improvement Plan. |  |