Dunmore Primary School

Terms of Reference for
Finance & Premises Committee

2026–2027

Terms of Reference
Finance & Premises Committee

1. Introduction

It is a legal requirement for all committees to have Terms of Reference that are approved annually by the full governing body (FGB).

This document defines the Terms of Reference and Standing Orders under which the Dunmore Primary School Finance & Premises Committee shall operate.

2. Purpose of the Finance & Premises Committee

The Committee shall have the following key functions:

Finance:

- To prepare, approve, adopt and review the annual financial budget.
- To monitor expenditure against the budget plan, and to take action which might be deemed necessary to avoid an unplanned deficit and to report any such action to the next meeting of the Governing Body.
- To manage staff costs within the FGB staffing structure.
- When recommended, to provide full budget reports for LA auditors.
- To consider and approve proposals for single items of expenditure in excess of £25,000, £25,000 which form part of the budget plan.
- To consider and make recommendations to the Governing Body on proposals to vire a sum exceeding 1% of the total budget.
- To comply with and maintain audit requirements for the Schools Financial Value Standard (SFVS).
- Review benchmarking information to inform planning.
- Review insurance arrangements.
- Review financial procedures.
- Agree purchase of external services.

Premises:

- To ensure delivery of the short, medium and long term maintenance and development of the school premises in line with the School Development Plan.
- To monitor progress and spend of key projects in the plan, ensuring stakeholders & FGB are kept informed.
- To consider proposed additions or amendments to the plan.
- To consider and approve, ensuring competing quotations are obtained, work on premises where appropriate for single items of expenditure in excess of £25,000.
- To review and manage actions resulting from the annual Health & Safety audit.
- To input to both the Revenue Budget and Capital Budget rounds to secure funding for proposed premises works in future years.
- To review the Accessibility Plan biennially.
- To review and approve the Health & Safety Policy annually (including Business Continuity Plan).

Extended Services:

- Having an overall management role for extended services, to include Before/After School Clubs.

Data Protection/GDPR:

- To review/approve the Data Protection/GDPR policy biennially.

Standing Items on Finance and Premise's Committee Agenda
The following items are standing Items on the Finance and Premise's Committee Agenda
- Budget Monitoring
- Premises Update
- Health & Safety
- Safeguarding
- Sustainability / Climate change

Other:
- To keep under review matters arising from unforeseen emergency situations as these affect the ToR's of this committee.

3. Membership
The Finance & Premises Committee membership is detailed in appendix 1 of these ToR.

The Chair of this committee is appointed at the first Committee meeting of the year. This cannot be the Headteacher.

The FGB may at any stage elect to extend the membership of the Committee.

The Headteacher shall have full voting rights.

The governing body or the Finance & Premises committee can allow any other person to attend committee meetings.

If the Chair is absent from a meeting, another full-governor member of the committee may be elected to take the chair for the duration of that meeting.

Other members of the FGB may attend any meeting of the Finance & Premises Committee, though they will not be allowed to vote.

4. Quorum
Quorum shall be **3** members of the Finance and Premises Committee.

5. Meetings
Members of the committee are entitled to at least seven days' notice of a meeting, and an agenda and supporting papers shall be distributed to the members of the Committee at least seven days ahead of the meeting. A shorter timescale may be given if the committee chair decides that there is a particular issue needing urgent attention.

Committee members may ask for items to be included on the agenda, or may submit papers for consideration, but these must be with the Chair at least 5 days ahead of the meeting.

As a Clerk is not available from Governor Services for Finance & Premises committee meetings a member of the committee will act as the Clerk for the meeting. The Headteacher cannot act as the Clerk.

6. Minutes
All committee meetings must be minuted. Minutes must be drawn up by the Clerk or agreed member of the committee and circulated in draft form to members of the committee with the agenda of the next committee meeting. Minutes are to be signed by the Chair after approval at the next meeting of the committee, subject to any corrections having been made.

Approved minutes are to be distributed to the members of the committee and to all other members of the FGB.

7. Openness
The agenda, approved minutes, and copies of any papers considered shall be stored in school and shall be available for inspection by any interested persons. The only exception shall be any matter the committee considers confidential, though this shall be the exception and not the rule.

8. Partnership with the Headteacher and the School
In carrying out its functions the committee will receive information and advice from the headteacher and other staff and will actively seek opportunities for wider consultation where appropriate.

10. Reporting Arrangements
At each FGB Meeting, if applicable, the Chair shall provide a brief report on:
- The activities of the Finance & Premises Committee.
- Items that are being brought to the FGB for discussion or approval.

Further to the above, the committee Chair or his/her delegated representative shall be available at the FGB Meeting to address questions.

The FGB shall also receive a copy of the approved minutes from each of the Finance & Premises Committee meetings. The committee shall prepare papers and reports to facilitate key decisions by the FGB with regard to Finance & Premises, and to support any formal requests for approval by the FGB.

Approved on behalf of the Finance & Premises Committee

(name): ……..

(signature): ……..

(date): ……..

Approved on behalf of the full Governing Body

(name): ……..……

(signature): ……..……..

(date): ……..……..

APPENDIX 1:

Membership of Finance and Premises Committee on 20th October 2026 is as follows:

Sam Bartholomew	Headteacher
Jim Thomson	Co-opted Governor, Chair of Governors
Brian Maddison	Local Authority, Chair of F & P committee
Helen Workman	Co-Opted Governor
Tim Robson	Parent Governor
Onyeka Ogundiran	Parent Governor

In attendance as required:

Martine Denny	School Business Manager
Ryan Coffin	Site Manager
Nicola Dixey	Fun Kids Club Manager