



WORTHINGTON PRIMARY SCHOOL GOVERNING BOARD REMIT FOR THE FINANCE AND BUILDINGS COMMITTEE 2025 - 2026

These terms of reference went before the Full Governing Board meeting of 25th November 2025 for approval.

1. Membership

The membership of the committee will be no less than four governors.

The membership for the academic year 2025 / 2026 is:

***Mrs H Chatterton, Mr. A Curvis, Cllr B Brotherton, Mr. A. Burton,
Mrs E. Aminian, Mrs J. Heath, Mrs. S Jones***

The committee will elect from their number a chair and vice-chair at the first meeting of each academic year – an employee of the school cannot serve as chair or vice-chair.

Voting rights have been assigned to an Associate Governor on this committee.

2. Quorum:

The quorum shall be four members of the committee.

3. Meetings:

Meetings are set at the beginning of the academic year for the entire year. They will be held regularly each term and more frequently if required. The agenda will be decided at the previous meeting and one week's notice of the agenda will be given by the chair of the committee when convening a special meeting.

4. Function:

Decisions taken by the committee must be consistent with the priorities identified within the School Improvement Plan which will be costed within the Budget Plan.

The main function of the Finance and Buildings Committee will be to advise the Headteacher on the general financial management of the school which has been delegated to them by the Full Governing Board – subject to the following:

- a) during the early Spring Term the committee will receive from the Headteacher the provisional budget for the forthcoming year and approve that provisional

- budget in accordance with any principle which the Governing Board may have set within the costed School Improvement Plan (e.g. the annual review of staff salaries) and seek the approval of the Full Governing Board for that budget;
- b) following approval by the Governing Board, the Finance and Buildings Committee submit the budget for that current financial year to the LA by the end of June;
 - c) the committee will assist the Headteacher in monitoring the budget having regard to costed pupil numbers and will receive from the Headteacher, reports on a regular basis, as to the cumulative monthly spend;
 - d) the committee will advise the Headteacher on measures to be taken to correct variance where appropriate – including both major areas of underspend as well as overspend;
 - e) as part of the delegation of the day to day financial management of the school, the Headteacher will have full delegated powers to authorise expenditure in line with the agreed budget and to vire an amount of money not in excess of two thousand pounds between budget sub-headings;
 - f) the Finance and Buildings Committee will have delegated powers to authorise the virement of an amount of money not in excess of £25,000;
 - g) virement beyond these limits or virement of any monies to or from the employees (salary and wages) sub-headings must be agreed by the Full Governing Board;
 - h) be aware of and take a lead role in the school's work towards the School's Financial Value Standard Toolkit.
 - i) The Committee will be responsible for drafting the Health and Safety Policy, which will be submitted to the Governing Board for their approval;
 - j) The Committee will subsequently assist the Headteacher in implementing the Health and Safety Policy by:
 - k) receiving reports relating to any Health and Safety issues from members of staff / work places safety representatives;
 - l) ensuring that, as far as is practicable, all measures are taken to provide a healthy and safe working environment for pupils, staff, visitors and other persons employed in the school;
 - m) the Committee will be responsible for inviting tenders for any repairs and maintenance contracts in accordance with the Local Authority's Financial Regulations and Standing Orders and for the arrangements made for the subsequent monitoring and evaluation of contractual work;
 - n) draft and recommend for approval by the Governing Board any capital bids required by the Local Authority;
5. Any decisions made or actions taken by the Headteacher must be reported to the Finance and Buildings Committee and minuted.

Any decisions made or action taken by the Finance and Buildings Committee, including the endorsement of the Headteacher's decisions, will be minuted and reported to the next meeting of the Governing Board meeting.