



## **BUDGETS & PREMISES COMMITTEE - COMPOSITION AND TERMS OF REFERENCE (TORs) FOR ACADEMIC YEAR (AY) 2016-17**

1. **Composition.** Membership of the Committee is to consist of:
  - a. The Head Teacher and a minimum of 5 other Governors; NB. to be quorate, a minimum of 3 Governors (in addition to the Head Teacher) must be present at each Committee meeting.
  - b. Non-teaching Governors will be elected by the Committee during its first meeting of each AY to act as Chair and Vice-Chair.
  - c. Other School staff and members of other committees may be co-opted as advisers to the Committee, as required.
  
2. **TORs.** Working on behalf of, and routinely reporting to, the School's Governing Body, the Committee is to:
  - a. Concern itself with all matters of the School's finances and premises and act as the major decision-making body in respect of all related issues.
  - b. Be responsible for the preparation of the School's annual budget and the regular monitoring of actual expenditure thereafter.
  - c. Delegate to the Head Teacher responsibility for the virement of one percent of the School's total budget.
  - d. Delegate to the Head Teacher spending decisions up to £3,000; however, in the case of an emergency, this can be increased up to £4,000 in consultation with the Chair and Vice-Chair (NB all such decisions must be notified to the whole Committee at its next meeting).
  - e. Delegate routine management of the School's financial system to the Budget Manager (BM), concurrently authorising the BM to process any decisions made by the Head Teacher on budgetary matters.
  - f. Ensure that the School always achieves value for money across all areas of expenditure.
  - g. Liaise with the Personnel & Standards Committee to ensure coherence across all areas of mutual interest or concern, eg Health & Safety.

3. **Working Practices.** To satisfy its TORs, the Committee is to:
- a. Meet at least once during each of the School's 3 'long' terms, ie autumn, winter and spring/summer.
  - b. Follow the same basic procedural arrangements as the School's Governing Body, viz:
    - (1) The Clerk is to draft an agenda for each Committee meeting for subsequent joint approval by the Chair and the Head Teacher prior to circulation in its final form to Committee members and, where appropriate, any others invited to attend proceedings.
    - (2) The Clerk is to compile formal minutes of each meeting for subsequent vetting by the Head Teacher prior to circulation in draft form to all Committee members for comment.
    - (3) After reconciliation of any comments from Committee members, the Clerk is to circulate a final version of each set of minutes for formal approval at each subsequent meeting prior to signature by the Chair.
    - (4) Where necessary, the Chair will have a casting vote.
4. **Review.** As a minimum, the Committee is to review these TORs during its first meeting of each AY.