



## WIGAN LEARNING PARTNERSHIP

### TERMS OF REFERENCE

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	<b>During discussions relating to individual staff pay and conditions any member of the committee employed at the Trust must withdraw.</b>
Reporting Arrangements	Draft minutes will be received by the Governing Body at its next meeting
Date Adopted	1 <sup>ST</sup> October 2020
Signature Chair of Committee	

<b>DELEGATED FUNCTIONS</b>		<b>ADVISORY FUNCTIONS</b>	
<b>Functions</b>	<b>Indicate if Selected</b>	<b>Functions</b>	<b>Indicate if Selected</b>
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**

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.	