

RAVENSDALE JUNIOR SCHOOL

FINANCE, PREMISES AND HEALTH AND SAFETY COMMITTEE REMITS
2016 - 2017

Remit (tasks)	Delegated to:
1. SFVS	
• To formulate the budget plan and Best Value Statement	
• To monitor expenditure (including standards fund and private school funds) against the budget plan and agree adjustments as necessary	
• To enter into contracts up to £3,000	Head Teacher
• To enter into contracts up to £15,000	
• To review and recommend contracts over £15,000 to be agreed by the Full Governing Body	
• To operate the governing body's arrangements for obtaining quotations and inviting tenders (LA scheme for financing schools)	Head Teacher
• To maintain inventories and security of assets (LA scheme for financing schools)	Head Teacher
• To monitor income from the sale of assets (LA scheme for financing schools)	
• To determine arrangements for the accounts and the annual auditing of the school funds and to send audited accounts to education finance	
• To monitor actions following an LA internal audit	
• To determine insurance arrangements	
• To ensure that all points of SFVS requirements are met	
2. To consider the recommendations of the performance management governors in relation to the head teacher's pay	Performance Management Committee
3. To approve the writing off of irrecoverable debts and the disposal of surplus and damaged equipment up to the value of £3,000	Headteacher
4. To determine matters relating to health and safety and the security of the premises and its occupants	
5. To monitor the use and suitability of the premises in relation to the above	
6. To contribute as required to LA asset management planning arrangements	
7. Maintaining buildings including developing properly funded maintenance plans	
8. To formulate approve/amend policies as appropriate to the committee eg. School visits, risk assessment, whistle blowing policies charging and letting policy, charging and remissions policy for activities (non curriculum based)	

Signed

Chair of Committee

Dated