



## **Finance and Property Sub-Committee**

### **Terms of Reference**

- CHAIR:** To be appointed at the first full Governors' meeting in October.
- MEMBERSHIP:** The full Governing Body shall establish the Finance & Property Sub-Committee comprising at least 3 Governors.
- IN ATTENDANCE:** The Principal of JCG, the Head Teacher of JCGP, the Head of Facilities and Resources, the Finance Manager for each of JCG and JCGP and a finance representative from ESC will be entitled to attend any meeting of Finance & Property Sub-Committee but will not be entitled to vote thereat. The Principal of JCG and the Head Teacher of JCGP will be entitled to nominate a member of staff to attend in their absence.
- Any person may be invited by the Finance & Property Sub-Committee to attend a meeting to provide expert information/advice as required from time to time. For the avoidance of doubt, any such attendee will not be entitled to vote at the meeting.
- TERM OF OFFICE:** One year.
- CLERK:** The full Governing Body shall appoint a member of staff of the College to act as the clerk of the Finance & Property Sub-Committee.
- The role of the clerk is to arrange sub-committee meetings by written notice, circulate the agenda, prepare minutes of such meetings and draft recommendations for decision by the full Governing Body. For the avoidance of doubt, the clerk will not have any voting rights.
- QUORUM:** 2 Governors.
- MEETINGS:** The Finance & Property Sub-Committee shall meet at least once every term before the full Governors' meetings held in December, March, May & July and at such other times as the Chair of the Finance & Property Sub-Committee decides.
- As far as practicable, meetings will be scheduled in advance for the full academic year.
- Any Governor may request additional meetings of the Finance & Property Sub-Committee through the Chairman of such sub-committee and these will be organised by the Clerk.

Unless otherwise agreed, written notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed shall be forwarded by the clerk to each member of the Finance & Property Sub-Committee, the Principal of JCG, the Head Teacher of JCGP and any other person invited by the Finance & Property Sub-Committee to attend.

**MAIN PURPOSE:**

To consider all matters relating to finance and premises in respect of the College.

**DUTIES:**

The duties of the Finance & Property Sub-Committee are as follows:

1. in accordance with the procedures established by and policies of the Minister, to assist in planning expenditure for the College to include the approving and monitoring of the College's annual budget;
2. **to agree and review the Payment of Fees policy;**
3. in accordance with legislation and the policies of ESC, to establish formal procedures and timetables for planning the budget to ensure all relevant factors are considered;
4. to consider and approve detailed estimates by the Principal/Head Teacher of expenditure and income required in advance of each financial period;
5. to ensure identifiable links between the College's annual budget, the School Development Plan and the College's 6 year strategy;
6. to monitor planned expenditure against budget for the year;
7. to monitor adherence to the financial directives issued from the States of Jersey Treasury, including those directives which relate to the limits of the Principal's and Head Teacher's delegated authority powers to authorise expenditure and to vire monies;
8. to monitor and advise on correction of over or under spends;
9. to monitor regular reports from the Principal/Head Teacher on spending against the approved budget;
10. to monitor each budget allocation in the light of known activity;
11. to consider and propose to the full Governing Body for approval the level of fees required for the provision of education in each school for the school year and then submit such proposal to the Minister of Education for his/her approval;
12. to review the planned maintenance programme for the school;
13. to monitor and advise on property matters involving Property Holdings, including matters relating to the tenancy agreement [and the service level agreement] between the College and Property Holdings;

14. to review, agree and monitor any tenders for maintenance/repair/new work in excess of £20,000;
15. to monitor and evaluate contractual works for repairs, maintenance/renewals and new building works in excess of £20,000;
16. to ensure appropriate access is provided to the school premises in accordance with ESC's policy and guidelines;
17. to liaise and consult with other sub- committees where necessary;  
and
18. to periodically review the Terms of Reference for the Finance and Property Sub-Committee.

