

Welbourn Church of England Primary
School
High Street
Welbourn LN5 ONH



Tel/Fax: 01400 272798
Email: enquiries@welbourn.lincs.sch.uk
Website: www.welbournprimary.co.uk

Welbourn Church Of England Primary School

Health, safety and finance (HSF) committee

Terms of reference

Date ratified by Governors	September 2025
Review date	September 2026

Purpose

The HSF committee will scrutinise information and make decisions on behalf of the full governing body on matters linked to health and safety, finance, and the premises of the school.

Membership

To comprise the Headteacher and other governors including the designated Health and Safety Governor.

Quoracy

Three Governors shall be present to ensure meetings are quorate. Associate members are given voting rights for the HSF committee on an individual basis, determined by the FGB.

Procedure for Election of Chair

Annually, a Chair shall be elected by the Committee. Those standing for election shall withdraw from the meeting when a vote is taken. The Head teacher and staff governor cannot be elected as Chair. The term of office for the Chair shall be one year.

Where the chair is not able to attend a meeting, a chair will be elected for that meeting from those present.

Meetings

The committee will meet at least 3 times each year. Minutes of the committee's meetings will be shared with the board and made available to the public.

Voting Procedure

Every item must be determined by a majority of those members present. If there is an equal number of votes, the Chair has a casting (second) vote.

Terms of Reference

1. To work with the headteacher and school business manager to prepare the draft budget, considering alternative spending options and scenarios.
2. To agree a draft budget for the next financial year to be presented for approval by the full Governing Body, taking into account the school development plan and staffing structure.
3. To receive and review budget monitoring reports throughout the year and report the financial situation to the governing body each term.
4. To monitor compliance with the levels of financial delegation in relation to the maximum value of a single transactions, awarding of contracts and the maximum value of virement as outlined within the finance policy.
5. To ensure that the school carries out its tendering and procurement process and the maximum value of virements in line with the school's agreed financial policy.
6. To consider proposals involving additional expenditure for other committees and report to the Governing body to ensure that value for money is considered at all times.

7. To consider and to seek professional advice where appropriate on any matters involving finance or financial management referred by the governing body.
8. To ensure that accounts are properly finalised at year end/ reviewing outturn.
9. To monitor the administration and audit of voluntary funds.
10. To consider audit reports and present recommendations to the governing body for action.
11. To ensure that the requirements of the school's financial value standards are met.
12. To ensure that periodic inspections on the condition of the premises take place in relation to safeguarding, health and safety and fire safety matters.
13. To have an oversight of the premises in relation to suitability and development for the school's needs.
14. To monitor and ensure satisfactory arrangements are in place for maintenance, repairs and redecoration programme.
15. To monitor and review all safeguarding policies and procedures within the school.
16. To ensure appropriate security measures are in place for both premises and safety of staff and pupils.
17. To monitor and review all health and safety and fire safety policies and practice within the school.
18. To review and contribute to any policies and school processes in relation to the remit of this committee.
19. To monitor staffing structures and be responsible for the appointment of staff (except head teacher).
20. To monitor the effect of the pupil premium on the progress and educational attainment of those pupils for whom the funding was allocated.
21. To monitor the effectiveness of the sports' premium and its impact on children in school.
22. To review and contribute to the information available on the school website.
23. To review and monitor the impact and effectiveness of food in school.

Policy delegation

The HSF committee takes delegated responsibility from the FGB to maintain and review the following statutory policies:

- Charging and remissions;
- Governor allowances;
- Health and safety; and
- Premises management plan.

Other finance and resources-related policies which may be approved by the HSF committee include (but are not limited to) the following:

- HR policies provided by Lincolnshire County Council;
- Critical incident;
- E-safety;
- Finance;
- Fire;
- First aid;
- Positive handling; and
- Whole school food.