

Rangiora High School – Finance and Property Committee

Terms of Reference

The Finance and Property Committee is formed to provide guidance to the Principal in the financial and property management of the school.

Some of the main functions which the Finance and Property Committee is responsible to the Board for are:

- Recommending, (in association with the Principal), the school's annual operating and capital budget for approval by the Board.
- Monitoring and reporting on performance against the annual budget, via the Principal, and assisting the Principal in financial reporting to the Board, parents and the community.
- Recommending any changes to financial policy to the Board.
- Overseeing preparation of the annual accounts for Board approval and liaising with the school's auditors.
- Providing input into the school's Strategic Plan.
- Recommending, in association with the Principal, the proposed five year property plan and assisting the Principal to prepare a property report,
- Recommending changes to the five year property agreement with the MoE and property maintenance programmes.
- Assisting the Principal in reporting property performance to parents and the community.
- Preparing any special reports for consideration by the Board.
- Annually reviewing the school's risk management needs and insurance cover.

Adopted May 2018