

St Bernadette's Catholic Primary School
Governing Body

Resources Committee:
Terms of Reference

Membership

The Committee shall consist of at least 5 governors.

C Dela Cruz

J Lenihan

L Dennis

E Hill

A Cowings

Quorum

The Committee will be quorate with three governors in attendance.

Chair of the Committee

A Chair will be appointed for a 12 month period (from Autumn term 2020 to Autumn term 2021). In the absence of the appointed Chair, the Committee can appoint a member to act as Chair for the meeting.

Clerk to the Committee

The Clerk to the Governing Body will be Clerk to the Committee

The minutes of the committee meetings will record the key discussion points, agreed actions, time scales and persons responsible and will be submitted to the Chair of the committee for accuracy .

The Chair of the committee will provide formal feedback as a standing agenda item at full Governing Body meetings.

The Chair of the committee will provide a summary report, specific to Finance elements of this Committee, to the full governing body on main decisions taken and any recommendations that the governing body needs to vote on.

Meetings of the Committee

- The Committee shall meet five times annually or otherwise as required.
- The Chair will be responsible for drawing up the agenda and sending it out to committee members at least 7 days in advance.

Terms of Reference

The Committee shall have the following delegated responsibilities in respect of Finance, Pay and Premises:

Areas of responsibility

1. The Committee will be responsible for the preparation of the Annual Budget and has the authority to approve the Budget. It will establish formal procedures and timetables for planning the budget and will require the Head Teacher to produce estimates of expenditure and income sufficiently in advance of each financial year, even if the details of the school's funding have not been finalised, so it can determine priorities in accordance with the School Development Plan.
2. It is the responsibility of the Resources Committee, in preparing the Draft Annual Budget, to work within the indicative budget, for the forthcoming year and for it to indicate clearly any use that it is proposing to make of contingency reserves, so that where appropriate, the governing body is fully informed of the final decision.
3. The Committee will receive budget reports, from SIMS or other accounting package, from the Head Teacher or Bursar, for consideration, prior to them being reported to the governing body. **These will include a cost centre summary review statement details of any virements or budget revisions and details of any valid suspense charges.**
4. The Resources Committee will monitor income and expenditure throughout the financial year and provide an overview of the financial position of the school to full governors on at least a termly basis.
5. The Resources Committee will review virements and budget revisions made by the Head Teacher to a maximum value of **£10,000**.
6. The Resources Committee will approve requests for virements and budget revisions between **£10,001** and **£20,000** per item. In the event of there being an emergency request the Chair of Finance will have the authority to approve such requests and then report back at the next Resources Committee meeting under 'Chair's Actions'.
7. **The Full governing Body will be required to approve any virements or budget revisions over £20,001.**
8. The Resources Committee will give the Head Teacher responsibility for administration of the budget and its day-to-day control and monitoring.

9. The Resources Committee, with the Head Teacher, will assess at least once a year, financial progress towards achieving the objectives in the School Development Plan and, consistent with this aim, will review projected expenditure for future years in accordance with the School Development Plan, working wherever possible on a three year rolling programme.
10. The Resources Committee will review the details of Structure of Financial Management for the Head teacher on an annual basis and delegate authority to the Head Teacher.
11. The Resources Committee will establish a Pay Policy for all categories of staff and to be responsible for its administration and for ensuring that it is reviewed on an annual basis.
12. The Full Governing Body delegate authority for the Resources Committee to ensure that the pay of all teachers, including the Head teacher, is reviewed annually in line with the Governing Body Pay Policy, the School Teachers' Pay and Conditions document and relevant Local Authority guidance.
13. The Resources Committee will determine the pay and grading levels for support staff from the pay and grading structure adopted by Birmingham City Council and where necessary review these pay and grading levels in consultation with the Head teacher and using Local Authority advice.

Expenditure

1. The Resources Committee will review orders placed up to a value of **£10,000** per order.
2. The Resources Committee will approve orders between **£10,001** and **£20,000** if within budget provision and subject to the receipt of three quotations. In the event of there being an emergency request the Chair of Finance will have the authority to approve such requests and then report back at the next Resources Committee meeting under 'Chair's Actions'.
3. The Resources committee will require three quotes for orders above **£20,000** if within budget provision and **/tenders (£75,000)**, and will seek the prior approval of the full governing body.
4. The Resources Committee will review all cumulative expenditure with suppliers in excess of **£10,000**. **Quotations for cumulative expenditure of £10,001 or more and tenders for £75,000 will be required. This will be provided to the committee in a report.**
5. The Resources Committee will review the financial implications on the budget of the Teachers Pay and Conditions document.
6. Receive the annual accounts and certificate of audit of the school fund and other voluntary funds held within the school.

Payments

1. The Resources Committee will monitor compliance with the schools financial procedures, particularly with reference to segregation of duties between purchases and payment
2. Assess the school's insurance cover to ensure that it provides adequate protection against risks.
3. Review and approve the amount of petty cash to be held by the school.
4. Review annually all current school contracts.
5. The Committee must ensure that the LA Standing Orders relevant to financial management are complied with and will undertake periodic audits of the school's financial procedures and recommend appropriate corrective action.

Assets

1. The approval of the Committee is required for the writing off or disposal of any surplus stock.

General

1. Ensure the withdrawal of the individual if she/he has a business, pecuniary or personal interest in the business of the Committee. (See Annual Declaration of Business Interests)
2. Agree to undertake training to keep up to date with national and local trends and policies.
3. The Committee agrees to formally adopt and adhere to the Birmingham City Council Financial Regulations and Schools Financial Procedures.
4. The Committee is responsible for ensuring that the school achieves the Schools Financial Value Standard with particular reference to the governance arrangements and financial management roles and responsibilities.

In relation to the Premises:

- 1 To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- 2 Establish and maintain an Accessibility Plan and strategy for increasing, over time, the accessibility of the school for disabled pupils.

- 3 Ensure that “reasonable adjustments” are made for disabled people that require access to the School and/or services provided by the School.
- 4 Monitor and review the arrangements for risk assessments undertaken in school giving due regard to both Statutory and Local Authority guidance.
- 5 Monitor and review the School’s security and its associated procedures, recommending any changes that are necessary in order to safeguard the wellbeing of the pupils, staff and wider school community.
- 6 In consultation with the Head teacher, to oversee the arrangements for repairs and maintenance in the School.
- 7 To consider proposals on premises-related expenditure in line with the agreed levels of financial delegation (expenditure between **£10,000** and **£20,000**. Capital projects more than **£20,000** to be approved by Governing Body and projects over £75,000 will require full tender prior to approval.).
- 8 In consultation with the Head teacher, to oversee premise-related funding bids.
- 9 Establish and maintain a written policy on the use of the School premises by the community and other agencies.
- 10 To establish and keep under review a Building Development Plan.

In Relation to Staffing

1. To draft and keep under review the School's staffing structure in consultation with the Head teacher
2. To oversee any required review of the School's staffing structure
3. To establish a written Performance Management Policy that sets out how school teacher appraisal at the school is implemented
4. Appoint two named members of the committee that have received the relevant training to be appraisers for the Head teacher, and appoint an accredited External Adviser to support the named members in carrying out the Head teacher’s appraisal
5. To advise staff of the relevant procedures that relates to any appeal against a decision on pay grading or pay awards
6. Monitoring and review the procedures followed by the Head teacher who leads on the process of making staff appointments outside of the leadership group

7. To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence
8. Monitor the program of staff development and training and ensure that it is meeting the needs of the School and its staff
9. Consider staff requests for leave of absence in line with Local Authority guidance
10. The Full governing Body delegate authority to suspend or lift suspension, to the chair of the governors and to the vice chair of governors, in the absence of the chair of governors, subject to any action taken being reported to the governing body and subject to annual review of any such delegations

NB: These terms of reference will be reviewed and updated on an annual basis for approval by the Governing Body.

These terms of reference were agreed on

Signed _____ (Chair of the Governing Body)