



## **LOCKS HEATH JUNIOR SCHOOL**

### **LOCKS HEATH JUNIOR SCHOOL GOVERNING BODY**

#### **RESOURCES COMMITTEE**

##### **TERMS OF REFERENCE**

The Terms of Reference of the Resources Committee cover responsibilities in the areas of Finance and Personnel and related policies.

##### **a) Membership**

The Resources Committee will consist of a minimum of six full Governors including at least three non-staff members and the Headteacher. The Chairman or Vice-Chairman of the full Governing Body shall be a member.

The Administrative Officer or the Business Manager shall be a member if a full Governor and may be co-opted as an Associate Member if not a Governor.

At least one of the members should be a parent serving on the Governing Body. Associate Members may be appointed. (Regulations define restricted voting rights). The Chair and Vice Chair of the Committee will be appointed, by election, at the first meeting of the committee in the Autumn Term.

##### **b) Quorum**

A quorum of at least four Governors including three non-staff Governors and the Headteacher must be present for a meeting to take place.

##### **c) Meetings**

The full Resources Committee will meet at least once a term. The meeting in the Autumn term will be set to allow the input into SAP by 30<sup>th</sup> November of the Revised Budget Plan. A meeting to be set in April/May so that the original budget may be prepared and forwarded to the full Governing Body so that the budget plan is on SAP by 31<sup>st</sup> May.

Monitoring and other sub-committees may meet as appropriate and report back findings to the full Committee.

Minutes for meetings will be distributed with the agenda for the next full Governing Body Meeting.

##### **d) Delegated Powers and Responsibilities (Finance)**

Powers, responsibilities and practice relating to Finance will conform to the advice contained in the Hampshire Scheme of Financial Management and Practice.

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The powers delegated to the Resources Committee include budget setting, budget monitoring and budget amendment. It may also delegate specific powers to the Headteacher.

The Committee will set and approve the first formal budget plan – the original budget. The Governing Body will receive, for ratification, a report on the first formal budget plan at the Summer One meeting.

There will be a half-yearly review and the Committee will set and approve Revised Budgets as appropriate. The committee will report on Revised Budget Plans at the first full meeting following their approval by the Resources Committee.

The use and delegation of the use of authorised purchasing cards be delegated by the Chair of the Governing Body to the Headteacher for the year 2021/22.

e) **Financial Matters**

The Committee has responsibility for **Financial Matters** as follows:

- Financial policy and strategy
- Forward planning
- Setting and approving the original budget
- Monitoring spending throughout the year by receiving reports from the Headteacher and from sub-committees with specific monitoring briefs
- Reviewing and revising the budget as appropriate. A half year revision should take place in the Autumn term to meet the deadline of input to SAP by 30<sup>th</sup> November
- Conduct a review of spending at the end of the Financial Year and assessing effectiveness in relation to the School Improvement Plan
- Ensuring that accounts are properly finalised at the year end
- Presenting reports of the meetings and actions of the Committee to the full Governing Body
- Receiving Internal and External Audit Reports and, if necessary, formulating Actions Plans for representation to the next full Governing Body Meeting
- Planning the use of capital grants/funds and reporting back decisions for approval of the full Governing Body

The Committee must ensure that:

- The budget plan facilitates the implementation of the School Development Plan and School Improvement Plans
- The budget plan reflects best value

The Committee will:

- Receive relevant reports from other committees, particularly the School Improvement Committee and the Site Management Committee to inform decision making
- Receive reports from sub-committees with specific monitoring briefs. Sub-committees will be formed as follows:  
Monitoring Monthly Budget Reports on SAP

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Appendix 1 further details the responsibilities and practice of the Committee in fulfilling the duties outlined above.

f) **Limits of Delegation**

The Committee has the power to amend the budget in case of need and will report back to the full Governing Body at the next meeting. No amendment of the budget may make the plan for total expenditure for that year exceeds the total funds available.

Amendment may be achieved by virement between budget headings. Amendments may not exceed £7,500 without reference to the full Governing Body.

The day to day management of the budget is delegated to the Headteacher who may as necessary vire amounts, which may not exceed £2,000, between headings to facilitate the smooth running of the school. Virements may not increase or decrease the previously approved budget plan.

The Headteacher may alter the budget to reflect the resources made available by the Local Authority for statements of special education needs and for cases of extended sickness.

The Headteacher has the discretionary power to delegate budgets to other staff.

The Headteacher is also charged with bringing forward plans and recommendations to the Resources Committee.

In the case of the need for unforeseen but essential repairs and maintenance, the Site Management Committee are allowed to authorise spending of limited amounts not exceeding £3,000 to allow such works to take place. If immediate action is required to ensure the Health and Safety of Pupils and/or Staff the Chair of the Site Management Committee and/or Headteacher may authorise spending above this amount. The Chairs of the Governing Body and the Resources Committee should be informed/consulted as soon as possible.

g) **Delegated Powers and Responsibilities (Personnel)**

Powers and responsibilities and practice relating to Personnel Matters will conform to the advice contained in the 'Manual of Personnel Practice'.

The Committee has responsibility for **Personnel matters** as follows:

- Grievance Procedures (regular review as part of policies review cycle)
- Capability Procedures (regular review as part of policies review cycle)
- Interview Panels (ensuring at least one lay member receives appropriate training)
- Workforce Remodelling (monitoring to ensure implementation)
- Reviewing Staff Structure (with Head and in line with School Pay and Conditions Document and any other relevant documentation)
- Reviewing Pay Awards, Responsibility and Management Awards (in line with School Pay and Conditions Document)
- Identify monitoring role in School Development Plan and report back as necessary
- Contribute to School Improvement Targets