

Gilbert Inglefield Academy

THE RESOURCES COMMITTEE (RESPONSIBILITY FOR FINANCE & PERSONNEL)

TERMS OF REFERENCE

Finance Terms of Reference:

The Committee will consist of at least 4 Governors (quorum of 3).

To provide effective stewardship of school finances by ensuring that at all times the school's financial arrangements comply with academy regulations as set out by the Charities Commission, Companies House, EFA and Department for Education'

To advise the Governing Body on priorities, including Health and Safety, for the maintenance and development of the school's premises.

To accomplish these, the Committee will be responsible for:

a) Recommending the first formal budget plan taking into consideration the priorities of the School Improvement Plan. The budget proposed each year should comprise the main headings as laid down by the Department Education.

b) Monitoring expenditure against the budget and taking appropriate steps in the event of possible over/under-spending.

c) Monitoring capital expenditure and taking appropriate steps in the event of possible over/under-spending.

d) Considering policy with regard to income generation and the use of such income. To annually review charges, including lettings, remissions and expenses policies
To make regular reviews and reconsideration of contracts e.g. Catering: Audit: Grounds: Payroll: Cleaning

To make decisions on expenditure following recommendations from other committees.

Agree the school Pay Policy and proposed salary reviews for teaching staff and support staff.

To determine whether sufficient funds are available for pay increments as recommended.

To ensure that a register of business interests is maintained.

To monitor expenditure of all voluntary funds kept on behalf of the Governing Body.

Review periodically the school's Finance Manual

To receive and respond to internal and external audit reports.

The management of the budget to be delegated to the Head/Principal subject to the following restrictions:

a) Between meetings of the Resources Finance and Premises Committee amounts of up to £10,000 can be vired at the Head Teacher's/Principal' discretion between any two of the main budget headings, such transfers to be reported to the Resources Committee at the next scheduled meeting.

b) No additional transfers can be made without the Resources, Finance and Premises Committee's approval. Transfers above £10,000 must have the Resources, Finance and Premises Committee's prior approval. Within each main budget heading the Head Teacher/Principal would have absolute discretion to vire money.

Capital Items:

The Head Teacher/Principal may authorise expenditure on capital items up to amounts of £10,000. Purchase of capital items exceeding £10,000 must be authorised by the Resources Committee.

Tendering:

Due regard should be given to value for money considerations, that is, of quality or fitness for purpose and delivery against price, in all purchases of works, equipment, goods and services. Except where there are good reasons to the contrary, contracts should normally be placed on a competitive basis, the lowest tender of three to be accepted; where a difference decision is taken the reasons for it should be documented. Contracts should also be reviewed and renegotiated at regular intervals where appropriate.

Commercial activities (e.g. Sales of School Uniform) must be self-funding and must not draw on school finances.

School Development Plan (SDP)

- Advice and assistance specific to the remit of this committee will be given to the Head Teacher in the review of the school Development Plan and the committee will monitor the School Development Plan.

School Self-Review and Evaluation

- The Committee will provide advice and assistance specific to the remit of this committee to the Head Teacher in the preparation for an Ofsted Inspection.
- The committee will provide advice and assistance specific to the remit of this committee to the Head Teacher in drawing up the School's action plan following an Ofsted Inspection

Health and Safety

The policy will be reviewed annually.

The committee will ensure that the school complies with relevant legislation.

Disqualification –

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school

Personnel Terms of reference:

- To draft and keep under review the staffing structure in consultation with the Headteacher and the Resources Committee
- To establish a Salary Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure for all staff
- To establish and review a Performance Management policy for all staff*
- To oversee the process leading to staff reductions
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To make recommendations on personnel related expenditure to the Resources Committee Decision is then referred for confidential approval by the Resources Committee excluding any staff governors
- To ensure the school work force is monitored and developed to ensure staff are able to progress within the school and beyond
- To consider any appeal against a decision on pay grading or pay awards
- The committee will ensure that the Governing Body has adopted all relevant statutory policies.
- The committee will ensure that job descriptions are reviewed on new appointments or restructure.

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School Self-Review and Evaluation

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* The Headteacher/Principal Performance Review Group could be formed from this committee, but its members should have received the appropriate training

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Last approved by Board: Oct 22