



St. Michael's CE (Controlled) Junior School

Inspired by Him, we serve the community of St Michael's by creating an inclusive learning culture where all differences are respected, where courage is shown to face and overcome adversity, and resilience is embedded in our journey to success so we can be the very best we can be.

RESOURCES COMMITTEE – TERMS OF REFERENCE

There will be a minimum of 3 Governors on the Committee, in addition to the Head Teacher, with the addition of as many co-opted members as the Committee may require.

The quorum will be 3. The Committee will aim to meet every half term, but at least once a term and additionally if required.

Responsibilities:

To ensure that robust processes are in place for financial planning and oversight and effective controls for compliance, priority and value for money. This includes the allocation of the pupil premium and primary PE and sport premium and the approval of this Committee for any expenditure between £7,500 and £15,000. The Head teacher must seek the approval of the Full Governing Body for any expenditure above £15,000.

To ensure the safety and strategic management and employment of all available resources and maintain and develop further, existing facilities, so that St. Michael's C of E Junior School can create and deliver education in a safe and secure environment that lives up to its Visions and Values.

Key Areas for Review:

To be achieved through a combination of discussions, risk assessment, Health and Safety audits, financial reports from the School Finance Officer, review of staffing requirements and resources required, in conjunction and compliance with Hampshire County Council's Scheme for Financial Management and Manual of Financial Practice and Procedure.

- Quarterly income and expenditure review against budget
- Annual budget and revised budget review and approval
- Capital reserves
- Schools Financial Value Standard
- Benchmarking
- Control of school assets
- Financial Controls
- Service Level Agreements
- Personnel and School Wellbeing
- Health and Safety
- School Development Plan

- Offsite Activities
- Admissions
- Premises – repairs, maintenance, energy use
- Marketing and Community engagement, Website, Prospectus
- Whistleblowing
- Exit trends

Policies:

Policies and Statutory Documents to be maintained by this Committee will be in accordance with those listed on the School Policy Index Register and as delegated by the Governing Body

Date Reviewed: 20th November 2020

Signed by chair of Committee