

GOVERNING BODY of WILLIAM ELLIS SCHOOL



PERSONNEL AND RESOURCES COMMITTEE

Terms of Reference

DOCUMENT CONTROL

Approving Body	FGB on 7 December 2023
Reviewed	Personnel and Resources Committee on 6 October 2023
Review Frequency	Annually
Review Date	Autumn 2024
Version	1.0 – for approval at FGB

Purpose

This committee exists to oversee the proper governance and management of the financial and human resources of the school, to ensure they are sufficient and appropriate to implement the school's annual medium term strategic and educational objectives, and to deliver the School Development Plan.

It also ensures that all relevant and appropriate policies, processes and legal requirements are observed in relation to the management of those financial and human resources, that the school's reporting requirements to all appropriate bodies are fully compliant, and that there is appropriate oversight and governance of the management and decision-making relating to financial and human resources in the school.

Membership and meetings

The Personnel and Resources Committee consists of the headteacher or their deputy and at least three other governors, appointed by the Full Governing Body. It should meet at least once a term but otherwise may decide the frequency and structure of its meetings. The quorum for meetings of the Committee is three (or more) governors, including at least two governors who are not staff members. Meetings without a quorum present may be held, but their recommendations will not carry the full weight of the Committee at meetings of the Full Governing Body. The meetings will be chaired and clerked.

The Chair will be appointed by the Full Governing Body annually.

Detailed terms of reference

The Committee is to advise and make recommendations to the Full Governing Body in relation to its statutory obligations. In particular it shall:

- Scrutinise financial expenditure to ensure the achievement of the School Development Plan and Budget Plan.
- Receive and examine the first draft of the annual budget from the headteacher, and to recommend the final draft to the Full Governing Body.
- Ensure that the school has a sound financial three-year plan.
- Ensure that financial risks to the plan are appropriately monitored and managed.
- Monitor termly the progress of actual income and expenditure against each budget heading and the revised forecast during the year; report accordingly to the Governing Body; and require an outturn report for each financial year by the end of the autumn term.
- Approve decisions on virements between budget headings, up to 1% of the staffing budget and 5% of other budgets at the request of the headteacher, with a minimum individual request level of £10,000, within the delegated powers given to it by the Governing Body.
- Review the effectiveness of the financial systems, procedures and controls operating throughout the school.

- Receive and, where appropriate, respond to audit reports.
- Scrutinise and agree the costing of the staffing plans and pay policy of the school.
- Review and monitors the school's purchasing policy.
- Scrutinise and agree the purchasing or tendering of any items of expenditure over £25,000.
- Consider the award of contracts in line with proper procedures up to the limits set by the Governing Body.
- Advise on, and monitor, asset management within the parameters set by the LA, and in conjunction with the director of operations.
- Ensure that there is no opportunity for members of the school staff or Governing Body to benefit financially by being in a position to influence decisions made by the Governing Body, e.g. by ensuring an accurate, up to date record of business interests.
- Approve decisions on financial matters that need to be dealt with between meetings of the Full Governing Body (if necessary making recommendations for FGB chair's action).
- Consider and advise the Governing Body on the financial implications of adopting certain policies, especially those with long-term budget implications.
- Provide information and reports to enable the Governing Body to comply with the financial regulations set down by the LA.
- Review annually the Financial Code of Practice.
- Review and recommend to the FGB a Policy of delegated authority annually

Review

These terms of reference shall be reviewed by the Governing Body annually.