

Alne Primary School
Resources Sub Committee

- **Membership**
- The Resources Committee will comprise at least 5 Governors and the Headteacher. All members are entitled to vote. The Governing Body appoints the Governor members of the Committee.
- **Chair and Vice Chair**
- The Resources Committee will elect one of the Governor members as Chair of the Committee and one as Vice-Chair of the Committee at its first meeting of the academic year. In the Chair's absence, the Vice-Chair will take the role of the Chair.
- **Quorum**
- The quorum will be 4 Governor members including the Headteacher.
- **Reporting**
- The Resources Committee reports to the School Governing Body. The minutes of the Committee will be a standing item on every scheduled meeting of the Governing Body. A copy of the latest minutes shall be distributed with each Governing Body agenda.
- **Meetings**
- The Resources Committee will meet at least twice a term. The minutes shall be taken by the appointed Clerk. In the absence of the Clerk, the minutes shall not be taken by the Chair of the Committee. The minutes of the previous meeting are distributed with each the previous Governing Body agenda and supporting papers.
- **Review of Terms of Reference**
- The Terms of Reference of the Resources Committee shall be reviewed annually by the Committee, with any recommendations sent to the next available Governing Body meeting for ratification.
- **Training**
- Governors are expected to have completed the induction training for new governors as outlined in the new governor induction policy; and any sessions that are relevant to the responsibilities of the Committee.
- **Responsibilities**
- As per the NYCC LMS Procedures and Rules, the Resources Committee is responsible for: -
- 1. Exercising the powers and duties of the full Governing Body in respect of the financial administration of the school, except for those items specifically reserved for the full Governing Body and those delegated to the Head teacher, or those delegated to other staff by the Head teacher.

- 2. Reporting on all decisions taken under delegated powers to the next meeting of the full Governing Body. (Education (School Government) Regulations 1989).
- 3. The chair of the Resources Committee will sign off the Schools Financial Value Standard if he/she is satisfied that the school has complied to the standards.
- **Budgets/Budgetary Control**
- 4. Receive and consider a full report of the school's final financial position no later than 2 months after the end of each financial year. This item should be recorded in the minutes of the meeting.
- 5. Formally approve (and minute the approval of) the school's one year detailed and three year budget plans annually. A copy of the plan, certified by the Head and Chair of Governors, should be submitted to NYCC Schools' Finance Department.
- 6. Receive and consider budgetary control reports at every meeting of the Resources Committee with relevant explanations and documentation where required. The receipt of such reports/documents shall be minuted and copies of the documents signed by the Chair.
- 7. All virements between or within budget headings shall be approved, authorised and minuted by the Resources Committee. Details of all virements, approved and authorised by the Resources Committee are formally notified to the Full Governing Body who shall minute the notification.
- 8. Ensure that all operational leasing/contract hire arrangements and procurement has been undertaken by NYCC or under NYCC LMS Procedures and Rules".
- 9. Considering budgetary control reports on the school's financial position at every meeting, take appropriate action to contain expenditure within the budget and report to the Full Governing Body.
- 10. Reporting to the Full Governing Body all significant financial matters and any actual or potential overspending.
- 11. Submitting a draft budget plan to the Full Governing Body for approval and certification before being sent to NYCC Finance Section by the stipulated date.
- 12. Keep under review the limits of expenditure permitted to the Headteacher under the Scheme of Delegation and make recommendations to the Governing Body.
- 13. To receive and act upon recommendations in Auditors' reports.
- 14. Determine the School's Charging and Remissions Policy.
- 15. To carry out a review of the School's Budget Management Policy and make recommendations to the Governing Body.

- **Income**
- 16. At least once a year, review all fees and charges, costs and impact of services including those provided by NYCC.
- **Insurances**
- 17. Making arrangements for any insurance cover it considers necessary in liaison with the NYCC's Insurance Department.
- **Security of Assets**
- 18. Ensuring that there are two yearly checks of stock and inventory records.
- 19. Authorising the write off of any individual stock and inventory items. All such write-offs must be in accordance with the LMS Procedures and Rules. Debbie is to report which items have been removed from the Inventory.
- **Voluntary Funds**
- 20. Money voluntarily donated by outside organisations is accountable and is reported as such in the regular Budget Monitoring Reports.

These committees meet 6 times per year, once per half term, with minutes and recommendations being forwarded to the main Governing Body meetings.