

RESOURCE MANAGEMENT – FINANCE AND PERSONNEL MANAGEMENT COMMITTEE

Composition

- A minimum of three members of the Governing Body.
- The Governing Body must determine the membership and proceedings of any committee.
- The Governing Body must also review the establishment, terms of reference, constitution and membership of any committee annually.
- The membership of any committee may include associate members, provided that a majority of members of the committee are Governors.
- Each committee must have a Chair, who is either appointed by the Governing Body or elected by the committee.
- The Governing Body may remove the Chair of a committee from office at any time.

Quorum

The quorum for a meeting of the committee shall be no less than three members of the Governing Body.

Terms of Reference – Personnel Management

1. Consultation – to draft and keep under review a policy statement on staff consultation for approval by the Governing Body and to undertake any formal consultation on personnel matters.
2. *(Note: if the school subscribes to the LA HR package, consultation on HR policies is undertaken centrally by the LA. However, there may be issues that individual schools are obliged to consult staff on, for example changing the times of the school day. The policy, agreed by the Governing Board, would state the school's arrangements for consulting staff, if required, and that this is included in the Personnel Committee Terms of Reference.)*
3. Discipline/Grievance – to review and recommend for adoption the procedures for dealing with discipline and grievances and ensure that the staff are informed of them.
4. Redundancy – to draft and review, in consultation with staff, criteria for redundancy for approval of the Governing Body. To review the Redundancy Policy.
5. Staffing Structure – to review the staffing structure whenever a vacancy occurs and at least annually in relation to the school's needs.
6. To provide for the leadership, management and delivery of the school's functions and strategic plans.
7. This committee will also have responsibility for the following:

- Procedure for Absence Management and Monitoring
- Procedure for Harassment and Bullying
- Procedure for Competence
- Recruitment and Retention Policy

Terms of Reference – Financial Management

1. To prepare and consider each year's School Development Plan, which will include clear links to the annual budget plan, and options for consideration and approval by the Governing Body. *(NOTE: Functions relating to the approval of the first formal budget plan of the financial year is delegated to this committee, however, final approval will remain with the full Governing Body).*
2. To monitor the budget and make recommendations to the Governing Body for any in year changes.
3. To review the School Finance Regulations and Procedures annually and to make recommendations for changes and additions to the Governing Body.
4. To recommend virements between budget heads in excess of any delegation granted to the Headteacher under the Governors' Scheme of Financial Delegation.
5. To consider and make recommendation to the Governing Body concerning any proposal involving recurring expenditure not provided for in the Governors' Scheme of Financial Delegation.
6. To be responsible for contractual arrangements in respect of items approved by the Governing Body in accordance with Council Standing Orders and Financial Regulations including the placing and opening of tenders, obtaining quotes and recommendations to the Governing Body concerning acceptance.
7. To consider proposals involving additional expenditure from other committees and make recommendations to the Governing Body.
8. To make recommendations to the Governing Body on the financial aspects of the Governors' Scheme of Financial Delegation.
9. To determine with the Premises Committee (if established) the arrangements and the scale of charges for the letting of school premises and other remissions.

Delegated Functions Overview

The following functions can be delegated to a committee, but cannot be delegated to an individual:

- Functions relating to the alteration, discontinuance or change of category of maintained schools;
- Functions relating to the approval of the first formal budget plan of the financial year;
- Functions relating to school discipline policies;
- Functions relating to the exclusions of pupils (except in an emergency when the Chair has the power to exercise these functions);
- Functions relating to admissions.

The Governing Body cannot delegate any functions relating to: the constitution of the Governing Body (unless otherwise provided by the Constitution Regulations), the appointment or removal of the Chair and Vice-Chair, the appointment of the Clerk, the suspension of governors, the delegation of functions and the establishment of committees.

Appointment of Chair and Clerk

The appointment of the Chair of the committee and the Clerk shall be determined by the committee and should be reviewed at the first meeting of the school year.

Minutes

A written record should be kept of the meeting of the committee including details of those present. These minutes should be submitted to the next full Governing Body meeting through the Clerk to the Governing Body.

Convening Meetings

A meeting shall be convened at the request of the Chair, the Head or any two of the members of the committee. Every member of the committee and the Head shall be given at least seven days clear notice of the committee meeting.

Reviewed at a Full Governing Board meeting on 25th September 2025

Signed by..... Chair of Governors

Minute Number: