



Terms of Reference

Resource Committee incorporating Audit and Risk

Autumn 2022

Scope and Function

The purpose of this document is to define the remit and responsibilities of the Resource Committee which covers the management of Finances, Premises, Security and Auditing and Risk. The document is specific to Hursthead Junior School but follows the guidelines and principles set out in the 'SMBC – Services to People - Governor Remits and Responsibilities' issued September 2020.

Meeting Guidelines

How often meetings will be held	Three times per annum
Membership	4
Quorum	3
Minute taker	School Business Manager
Review	Annually

Remits

General Remits

- To act on matters delegated by the full governing board.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement/Development Plan.
- Committee members to be encouraged to attend training sessions to enable them to carry out their duties effectively. New governors to receive an induction and attend new governor training which ensures an understanding of their statutory responsibilities.
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Finance Remits

- To consider the financial implications of the priorities in the School Development Plan
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan, including ring-fenced funding (DFC, Pupil Premium, Sports Premium).
- To produce an annual budget for recommendation to the Governing Board and approval of the Trustees
- To monitor the budget and present a report to a scheduled meeting of the Governing Board termly.
- To agree the level of delegation to the Head Teacher for the day to day financial management of the school.
- To authorise expenditure requests up to £25,000, providing three quotations are presented for consideration. Expenditure in excess of £25,000 should be presented to the Governing Board or Trustees (depending upon the level of expenditure) with three quotations for approval.
- To exercise virement within the budget up to limit of £50,000.
- To decide rates and make all other decisions relating to the hiring of School facilities.
- To oversee any funding bid.
- To form an Audit and Risk Committee and carry out the responsibilities of an Audit and Risk Committee.

Premises and Security Remits

- To be responsible for the premises and the learning environment.
- To deal with matters of school security including data protection and governance of digital and online technologies.
- To monitor the implementation of the School Development Plan regarding premises management.
- To manage the Governing Board's responsibilities for Health and Safety at Work.

Audit and Risk Remits

The Resources Committee also assumes the role and responsibilities of the Audit and Risk Committee. Staff employed by the trust should not be members of the Audit Committee but should remain in attendance to provide information and participate in discussions.

- To monitor and report on the adequacy and effectiveness of Hursthead Junior School's systems of internal control (including review of the statement of internal control) and its arrangements for risk management, control and governance processes and for securing economy, efficiency and effectiveness (value for money).
- To decide on the appointment, re-appointment, dismissal and remuneration of the internal scrutiny service.
- To determine the scope and objectives of the work of the internal scrutiny service.
- To agree a programme of work annually to deliver internal scrutiny that provides coverage across the year.
- To review termly internal scrutiny reports against the findings of the annual external auditor's management letter.
- To provide information to the Trust on internal audit assignment reports and annual reports and on control issues included in the management letters of the financial statements auditor, and management's responses to these.
- To monitor and report, within an agreed timescale, the implementation of agreed recommendations relating to internal scrutiny assignment reports, internal scrutiny annual reports and the external auditor's management letter.
- To monitor and report on Hursthead Junior School's risk management plan and advising the Trust on its adequacy and effectiveness.
- To review the ratings and responses on the risk register to inform the programme of work, ensuring checks are modified as appropriate each year.
- To monitor and report to the Trust on any alleged fraud and irregularity in Hursthead Junior School's financial and other control systems and ensuring that all allegations of fraud and irregularity are properly followed up.
- To recommend the annual financial statements to the Trust for approval.
- To monitor the effectiveness of Hursthead Junior School's whistleblowing procedures.

Safeguarding Considerations

In line with the Department of Education 'Keeping Children Safe in Education' guidance. The resource committee should be aware and mindful of safeguarding considerations within the committee's remits.

- Familiarity of the 'Keeping Children Safe in Schools' is considered a minimal requirement for Governors. Additional training should be encouraged.

- The Department of Education Guidance refers to 'special category personal data', which should be considered sensitive information. With that in mind, the Safeguarding policy defines when it is appropriate to share information and when it is appropriate to withhold requests for information. The data protection policy defines how information should be stored and maintained, shared and removed in a secure way.