



# Bluecoat C of E Primary School Great Torrington



## Finance Policy



## Finance Policy

This policy was adopted by the Governing Body on 27<sup>th</sup> March 2014

The policy will be reviewed on March/April 2015 Reviewed 25/06/15 Reviewed 26/01/2017

This statement sets out the Governors policy on the management of finances within the school. It applies to all funds delegated or devolved within the provisions of the Schools Standards and Framework Act 1998.

1. The Governors have overall responsibility for securing the efficient and effective administration of the school and its' resources. Accordingly the Governors regard proper control of the school finances as being of utmost importance. The Governors endorse and have adopted the principles of good practice contained within
  - [Minimum Standards](#)
  - Financial Regulations
  - [The LMS scheme](#)
2. All staff involved in financial transactions are required to be fully aware of and to comply with these requirements.
3. There are two main strands to this:-
  - Operational Control over spending and income collection
  - Monitoring and control of the budget
4. The Headteacher is accountable to the Governors for the exercise of delegated authority and in turn staff are accountable through their line management to the headteacher. Staff must not exceed their delegated authority which must only be exercised within the above framework of overarching rules and school policies and will be held accountable for their decisions and actions. Any matter of financial consequence shall be drawn to the attention of the Governing body in a timely manner.
5. All financial dealings are to be conducted
  - in a framework of openness thereby allowing proper scrutiny and evaluation and
  - with absolute integrity and regard for the good reputation of the school.
6. Proposals for the deployment of financial resources shall be properly supported and each proposal shall demonstrate Best Value and its sustainability in the light of the resources likely to be available.
7. The regular comparison of spending against budget is intended to highlight those areas where the budget is under pressure to enable effective remedial management action and to identify those areas where resources may be released to further un-resourced elements within the school development plan. This process should take place at two levels
  - Formal reporting to Governors
  - Ongoing Internal monitoring
8. The Governors regard the passage of timely and accurate information as being central to the success of their policy. The Headteacher is responsible for putting suitable arrangements in place to ensure the financial data within school are both up to date and accurate so that any

member of staff responsible for control of a budget can have an accurate position statement upon request. Internal monitoring is to take place not less frequently than monthly. Separate statements for each fund are required.

9. The staff identified as budget holders within this document are responsible for controlling those aspects of the budget and ensuring that the Headteacher is kept fully informed of spending against budget.
10. The Headteacher is responsible for ensuring regular monitoring of all budget lines and formal reporting to Governors. Formal reports with explanatory commentaries including information about changes in non financial data (e.g. pupil numbers) are required to be circulated no less than 7 days in advance of the relevant meeting. It is essential that the forecast year end position together with the implications for at least the next two years is kept under ongoing review.
11. Where routine budget monitoring reveals budgetary pressures requiring urgent attention which cannot await the next programmed meeting the Headteacher shall notify the chair of the Finance Committee with a view to a meeting being convened.

The tables below set out the delegated authority and responsibilities of individuals together with the frequencies at which tasks and reports must be completed.



**Table of Delegated Authority/Responsibility**
**Financial Management**

Function	Governing Body	Chair of Governors	Finance Committee	Personnel Committee	Premises Committee	Nominated Gobs	Headteacher	Business Manager	Finance Administrator	Clerk to Governors	Subject Leaders	SENCO		Scheme	Finance Manual
Comply with Financial Regulations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		2.00	13.1/57.3
Comply with Minimum Standards	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		2.11	21 12.3.2
Ensure separation of duties	✓						O	✓	A		A				App1
Ensure internal controls operate correctly	✓						O	✓	A		A				App1
Ensure Governors Policies are complied with	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
<b>3 Year Development plan: updated annually</b>															
Prepare including costings (new + next 2 yrs)							✓	✓	A		A	A			3/1.3.4
Sets spending priorities	✓						A								
Approves costed items for new year budget	✓						✓	A							
Review plan outcomes	✓			✓			✓	A	A						4.2
<b>Annual Revenue Budget</b>															
Prepare							✓	✓	A						1.3.2
Approve	✓		✓				A								1.3.3
Monitor	✓		R				O	A/O	✓		A	A			1.3 3+4.3
<b>Register of Interests</b>	✓						✓	✓	✓	✓	✓	✓		2.9	13.4+AppA P33
<b>Register of Eligibility to Serve</b>	✓						✓			✓					1.5.3

**Key to all tables**

Frequency	Functions	Notes
O = Ongoing	O = Oversee	# Substitute name of fund or budget holders
W = Weekly	S = Supervises	£ Insert individual limits.
M = Monthly	R = Reports	
H = each half term	C = Co-ordinates	* Acts within delegated powers and if required
T = Termly	✓ = Does	

Y = as soon as possible after Year-end	A = Assists as required
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### Responsibility for Budget Monitoring

	Governors		Finance Committee		Headteacher		Business Manager		Finance Administrator		Subject Leaders		Scheme	Finance Manual
	Function	Frequency	Function	Frequency	Function	Frequency	Function	Frequency	Function	Frequency	Function	Frequency		
														4.3
Maintenance of records					S	M	✓	W	✓	W				App1
Download of Data					S	M	O	W	✓	W				App1
Reconciliation of Data					S	M	O	W	✓	W				App1
Updates forecasts & resource forecast model					S		✓	M	✓	M				4.2 4.3
Monitoring of budget lines/cost centres					C	M	A	M	✓	M	A	T		4.2 4.3
Maintain forecast of year-end position.					S	O	✓	O	✓	O				4.2 4.3
Initiates management action*					✓	O								4.2 4.3
Prepares formal budget monitoring statement for each fund					C	M	A/O	M	✓	M				4.2 4.3
Prepares commentary					O	M	A	M	✓	M		A		4.3.15
Presents updated resource forecast model					✓	M	✓	M	✓	M				
Receives report			✓	H	✓	M								4.3.15
Initiates management action* /makes recommendations to Governors			✓	O	✓	O	A	O						
Receives report	✓	H												4.3.15
Amend Development Plan (if req)	✓					OA								4.3.15
Outturn report	✓	Y			✓	Y	O	Y	A	Y				4.3.15

Table of Responsibility for Policy Review

Function	Governors	Finance Cttee	Resources Cttee	Premises Cttee	Nominated Govs	Headteacher	Business Manager	Finance Administrator	Clerk to Govs	Scheme	Finance Manual
<b>Finance Policy</b>											
Prepare						✓	✓				1.3.3
Approve	✓										
Initiate annual review							O		✓		1.3.3
<b>Remission of Fees &amp; Charging Policy</b>											1.3.2
Initiates Annual review							O		✓		
Recommendations		✓				✓					
Approve		✓									
<b>Lettings Policy</b>										5.1	9.6.4.2 1.3.2
Initiates Annual review							O		✓		
Recommendations						✓					
Approve		✓									
<b>Insurance review</b>										9.1	App 3.11
Initiates Annual review						✓	✓			10.1	
Recommendations						✓	✓				
Approve		✓									
<b>Governors Expenses</b>											
Initiates Annual review							O		✓	11.3	
Recommendations		✓									
Approve		✓									
<b>Personnel: annual review of salaries</b>											App2
Initiates Annual review						✓	✓				Sec 6
Recommendations			✓			✓	A				
Approve	✓	✓									
<b>Income</b>										5	9
Determine policy for advancing credit											9.3
<b>Purchase of Services</b>											
Initiates review							✓	A		8.1	
Recommendations			✓			✓	✓	A		8.2	
Approve	✓	✓									
<b>Appointment of Auditors</b>										2.6	5.21.1
Initiates review							O				5.21.1
Recommendations			✓			✓	A				5.21.1
Approve	✓	✓									

**Table of Delegated Authority**
**Financial Administration**

Spending decisions	Governors	Finance Committee	Personnel Committee	Resources Committee	Chair of Governors	Headteacher	Deputy Headteacher	Business Manager	Finance Administrator	Clerk to Govs	Subject Leaders	SENCOS		Scheme	Finance manual
Authorise appointment of staff/contracts	✓	R													App 2
Authorise payroll forms						✓	✓	A	✓						
Authorise spending on approved costed items provided in current years budget.*						✓	✓	£500	✓						
Subject to DCC limits <a href="#">www.insertlink</a> authorise spending on other items (non routine /not identified in plan)*	£15k +	£15k				£10k	£5k								
Open tenders				✓										2.10	7.5
Accept tenders				✓		✓								2.10	7.18
Evaluate tenders				✓		A								2.10	7.18
Accept formal quotations*	£10k +	£10k				£2.5k									
Receive goods						✓	✓	✓	✓		✓	✓		2.10	7.18
Verify invoices							✓	✓	✓		✓	✓			7.24
Authorise invoices for payment (2nd signatory)						✓	✓	✓							7.24
<b>Petty Cash</b>															App1
Petty cash authorise payments						£750	£750	£750							
Sign Petty cash cheques						✓	✓	✓	✓						
Debit card transactions						£1k									
Ensure correct attribution of costs						✓ S	A	✓	✓		A	A			
<b>Income</b>														5	
Cash receipting								O	✓					2.1.6	9.6.4
Approve writes off		✓				£100									10.5.4
<b>Virement</b>															10.5.5
		£5k				£1k								2.5	



\*Subject to compliance with Governors Best Value requirements.  
 Current Maximum Spending limits [www.insertlink](#)

<b>Asset Protection</b>	Governors	Finance Committee	Personnel Committee	Nominated Governors	Chair of Governors	Headteacher	Business Manager	Finance Administrator	Clerk to Governors		Scheme	Finance Manual
Security of Property & assets	✓A					✓S					2.1.4	10.2
Security of Cash						✓S	✓	✓				9.6.4/10.3
Data protection registration						✓	✓	✓				10.8
Compliance with data protection rules						✓O	✓	✓				App1 9.6.3
Maintain back-up of data							C	C				10.6
Maintain security of data						O	✓	✓				10.6
Maintenance of Inventories						O	✓	A				10.5
Checking and certification						✓O	✓					10.5

List of Specimen signatures & initials

Name	Role	SIMS User ID	User Code	Signature	Initials
Fleming A	Head Teacher	angela.fleming41			
Thomas I	Deputy Headteacher	N/A			
Pester S	Business Manager	sarah.pesther23			
Magarotto A	Business Manager	andrea.magarotto16			
Nudds G	Finance Administrator	georgina.nudds35			

## Policy

### A. AIMS

This document has been adopted by the Governing Body, as the basis for the administration and management of finances. The aim of the policy is to create a framework within which individual members of staff, Governors and other interested parties, can exercise financial management and stewardship in an efficient and effective way in accordance with the Financial Statement

### B. OVERALL FINANCIAL MANAGEMENT

The Governors will manage their affairs in accordance with high standards of Public Sector administration, based on a distinct set of values, the fundamental principles of which are: -

1. *Openness* – an approach to all interested parties in the disclosure of information, that lends itself to necessary scrutiny.
2. *Integrity* – this is best described as both straightforward dealing and completeness.
3. *Accountability* – the process whereby individuals are responsible for their actions and decisions.

Governors will have regard to: -

- (a) minimum standards of financial management as set out in Appendix D of the scheme for Local Management of Schools, which contains Devon County Council Financial Regulations and Instructions;
- (b) advice and guidance relating to the financial performance of schools arising from the work of OFSTED, Internal Audit, the District Audit Service and other interested parties.

### C. OVERALL FINANCIAL POLICIES

#### 1. Organisation of Responsibility and Accountability

The responsibilities of each person and the committees involved in finances are defined to avoid duplication or omission of functions and provide a framework of **accountability**. This framework will be approved by the Governing Body.

#### 2. The School Planning Process

To provide a clear focus for activity a **school improvement plan** will be prepared and approved annually. This will set out the aims and objectives of the school within the projected available resources for the current financial year with a projection for a period covering at least 3 years.

#### 3. Budget Management

To allow effective financial management of resources an **annual revenue budget** will be prepared. This shall be prepared in a timely manner and in **sufficient detail** to allow regular meaningful budget monitoring and reporting to take place. It shall be consistent with the aims and objectives included within the school's improvement plan.

#### **4. Insurance**

The Governing Body will annually review and approve the insurance arrangements, taking account of insurance needs, risks and costs.

#### **5. Computer Systems**

The Governors recognise the importance of protecting computerised management systems and data held within them and will approve procedures to achieve this objective.

#### **6. Purchasing**

The Governing Body aims to achieve best value for money from all its purchases and has established procedures for testing the market, placing of orders and paying for goods and services in accordance with financial regulations.

#### **7. Personnel**

The governing Body will approve annually policies to the payment of honoraria, gratuities and other emoluments, and ensure systems are in place to allow payroll transactions to be processed correctly and only through the Payroll system.

#### **8. Security of Stocks and Other Property**

The Head teacher will ensure procedures exist for the safe custody of cash, the security of other property and for stock control.

#### **9. Income and Banking Arrangements**

Charging and remission policies will be approved annually by the Governing Body. All income and monies due to the school will be correctly accounted for and banked in accordance with procedures set out in financial regulations.

#### **10. Governors Expenses**

Payment of expenses (if any) to Governors will be in accordance with the policy agreed annually.

#### **11. Register of pecuniary interests of Governors and Staff**

The Governing Body recognises the importance of maintaining high standards of Public Sector administration and require a Register of Pecuniary Interests to be maintained.

### **D. DETAILED POLICIES and PROCEDURES**

#### **1. Organisation of Responsibility and Accountability**

##### **(A) Clear Limits of Delegated Authority**

The Governing Body recognises the importance of clearly defining the roles and responsibilities of its committees, the Headteacher and other staff. The terms of

reference for the Governors' Finance Committee are laid out in a separate document.

In accordance with the school's needs and priorities as laid out in the School's improvement plan, the following arrangements have been approved in relation to LEA funds: -

The full Governing Body will decide how to spend the budget allocated within the LEA's scheme of delegation subject to: -

- (a) any conditions in the LEA's scheme included to protect its legal duties;
- (b) the budget must be spent only for the purposes of the school.

**Authority has been delegated from the Governing Body: -**

- (a) to the Finance Committee to **authorise spending** up to the sum of **£15,000**, on any one order subject to the necessary budget provision being available. Above this level the approval of the full Governing Body will be required.
- (b) To the Finance Committee to **authorise virements** from one budget heading to another up to the sum of **£5000**. Above this level the approval of the full Governing Body will be required. Any such virements will be recorded and reported for information to the next full Governing Body.
- (c) To the following officers to **authorise budgeted spending** on any one order up to the sums specified. Above this level the approval of the full Finance Committee or the Governing Body will be required.

Head teacher	<b>£10000</b>
Deputy head teacher	<b>£5000 (in absence of head teacher in excess of 10 working days)</b>

- (d) to the Head teacher to **authorise virements** from one budget heading to another up to the sum of £1000. Above this level the approval of the Finance Committee will be required. Any such virements will be recorded and reported to the next meeting of the Finance Committee (or the Governing Body).

**(B) Effective operation of the Finance Function**

The Head teacher is responsible to the Governing Body for ensuring the **effective operation** of the finance function. The Head teacher will ensure that: -

- (i) the roles of each member of staff are **clearly defined** and the duties of staff concerned with financial transactions will as far as is practicable be distributed to ensure that key tasks are assigned to separate members of staff and that appropriate systems of **internal check** exist;
- (ii) Devon County Council Financial Regulations and Instructions are adhered to;

- (iii) systems are in place to ensure that financial control is maintained at all times including procedures in the absence of key staff;
- (iv) appropriate documentation and records of transactions are maintained to specified standards.

## 2. The School Planning Process

Despite the uncertainties over future years' budget allocations the Governors recognise the importance of **long term planning** and require a school improvement plan covering 3 years to be submitted annually for approval. This will be prepared by the Head teacher.

## 3. Budget Management

The Head teacher and School Business Manager are responsible for preparing the **annual revenue budget** in sufficient detail to conform with LEA requirements and to enable the effective management of the available funds by the Governing Body which is responsible for ensuring that total forecast expenditure does not exceed the available funds. To ensure this can be done, the Head teacher will provide **regular reports** (at least termly) to the Governing Body as prepared by the Finance Administrator. As a minimum standard the Governors shall expect to see: -

- A separate budget monitoring statement for each of the funds provided by the LEA. The statement should show a comparison of expenditure to the approved budget. Expenditure should be broken down into those sums actually spent, sums already committed and amounts of expenditure which are planned but to which the school is not yet committed. The statements should show, as accurately as possible, the forecast year end position.

A written report should accompany financial statements providing details of major variations and highlighting areas of uncertainty. The report will also show virements made between budget headings and the latest forecast pupil numbers and the financial implications of any revised forecasts. (Note: see para. 1.A for virement constraints) It is essential that reports produced are accurate as far as is reasonable possible. The Head teacher is responsible for ensuring that **quality controls** are in place so that reports are of a sound standard. Staff responsible for the production of financial reports must ensure that they take appropriate steps to guarantee the reliability of the information.

The Head teacher may delegate elements of the budget to staff where this is appropriate. These budget holders must operate within the same objectives and controls as those agreed for the school as a whole. **Delegated budget holders** within the school will be provided with **sufficient information** to enable them to perform adequate monitoring and control. Such budget holders are to be accountable to the Head teacher who is responsible for ensuring mechanisms exist to enable such delegated budgets to be monitored

Governors and the Head teacher will periodically review the provision of financial information to ensure what is provided remains appropriate, particularly in terms of its timing, level of detail and narrative information.

## 4. Insurance

The Head teacher and Senior Administrative Officer will review the insurance needs of the school annually and liaise with the LEA where appropriate to ensure that specific insurance

arrangements remain appropriate. Following the approval of the Governing Body, the Head teacher will ensure the agreed arrangements are in place.

The Governing Body will periodically consider whether to **insure risks** which are not covered by an existing policy arranged by the LEA or other voluntary body. The cost of premiums for any additional cover should be met from the School's budget share.

The Head teacher will be responsible for ensuring that Governors are made aware of all **new risks** and all incidents which may give rise to an **insurance claim** (e.g. accident, theft, etc.) are reported immediately to the insurers, the Authority or their agent.

## 5. **Computer Systems**

The Governors recognise the importance of protecting computerised financial management systems and the data held within them. The Head teacher will ensure that the school is **registered** in accordance with the **Data Protection Act 1998**.

The Senior Administrative Officer will ensure that **effective backup procedures** are in place and that all back-up disks or tapes are stored securely.

**Access** to school management computer systems will be limited to **authorised staff**. These staff will use passwords which should not be disclosed and should be changed regularly. Only LEA authorised software will be used to prevent the import of computer viruses. Staff will only have access to those modules appropriate to their duties.

## 6. **Purchasing**

The Governing Body aims to achieve best **value for money** from all its purchases. The Head teacher is responsible for ensuring procedures are in place for testing the market, placing of orders and paying for goods and services in accordance with financial regulations.

### **A. Value for Money**

- (i) If Devon Purchasing is used to obtain goods no other written quotations are required.
- (ii) When budget holders are purchasing resources they are required to test the market by comparing prices across available catalogues and internet sites. All requisitions with expenditure between **£100 - £499.99** will be presented to and countersigned by the head teacher for authorisation on confirmation of best value
- (iii) Two verbal quotations/internet searches will be obtained and details evidenced on the requisition form for expenditure above **£1,000** and up to **£2,500**; Three written quotations will be obtained and retained for expenditure above **£2,500 (£5,000 for works)** and up to **£10,000**; Three formal quotations to be submitted in writing by a specified date and time based on a written specification and evaluation criteria for expenditure above **£10,000** and up to **£50,000**; At least four written competitive quotations will be obtained and retained for expenditure exceeding **£50,000** and procedures for advertising, submission, receipt and opening and recording of tenders must conform with standing orders.

The Head teacher has **delegated authority** to accept the lowest quotations for all expenditure below £2500. In instances where the lowest quotation is not accepted this should be reported to the Finance Committee and the reasons for the decision recorded in the minutes of the meeting. For quotations above £2500 the approval of the Finance Committee must be sought.

**(B) Orders for Goods and Services**

Orders will be raised on receipt of a **Requisition Form** signed by the relevant Budget Holder and authorised by the head teacher. Any telephone orders must be followed by a confirmation order within 24 hours. The Requisition Form should be retained with the copy order.

**(C) Payment of Accounts**

Invoices will only be paid when the budget holder has shown approval that goods or services have been received and are of the quality expected. Payment should be made within reasonable limits and discounts taken for quick payment where appropriate.

**(D) Petty Cash**

The Head teacher is responsible for the operation of the Petty cash account which should only be used for **small items** of expenditure up to **£750 per month**. Every effort should be made to obtain proper receipts and VAT invoices. Petty Cash receipts will be authorised by the Headteacher, Deputy Headteacher or Senior Administrative Officer for up to £750 per transaction unless exception is made through consultation with the Head teacher.

**(E) Debit and Credit Cards**

A Petty Cash adjustment of the sum of £2500 has been added to the imprest account for the purpose of debit card transactions.

- All credit/debit card transactions will be forward planned, will remain within budget and will follow finance policy procedures to secure best value.
- Cards will only be used by an authorised user
- Cards will be stored securely on site and will be signed in and out by an authorised user
- Purchases will be authorised when proper receipts are presented. Receipts will be authorised up to £1000 per transaction unless exception is made through consultation with the head teacher
- On return of card, transactions will be logged with all receipts attached

**Online Purchases**

- If purchasing online using a wireless connection, users must ensure it is a secured connection
- All purchases must be done so over secured websites only (check for padlock sign)
- For each site, users will have a unique password
- Users will ensure that passwords are kept secure
- All transactions will be logged upon completion



- A copy of the order, delivery note and receipt will be downloaded, printed and kept with the log

Debit Card Holders are:

Ms Angela Fleming  
Andrea Magarotto

Headteacher  
School Business Manager

## 7. Personnel and Payroll

The Head teacher will, where possible, allocate duties to ensure that an appropriate **division of duties** exists in the area of completing, checking and authorising of all documents and claims relating to appointments/ terminations of employment and expenses. (These roles must not be the sole responsibility of one person).

**Payroll transactions** will be processed only through the payroll system. Payments for employment will not be made to staff or visiting lectures etc. through any other mechanism. Payroll transactions relating to Devon County Council staff will be processed against a fund provided by the Authority and not a voluntary unofficial fund.

## 8. Security of Stocks and Other Property

The Head teacher is responsible for the **Safe custody of cash**, the **security of other property** and for **stock control**.

The Senior Administrative Officer will ensure that **inventories** are maintained in accordance with Financial Instruction (9) and in a format provided by the LEA. Inventories will be checked at least annually and any discrepancy shall be investigated. Discrepancies shall be reported to the Finance Committee of the governing body.

**Safes** and similar storage facilities will be kept locked and keys removed to be held by the **key holder** who will be nominated by the Head teacher. Normally key holders will carry keys on their person and keys must not be left on the premises overnight except in another safe. A list of key holders will be maintained by the school and loss of any keys must be reported to the Head teacher and if necessary to the LEA.

## 9. Income and Banking Arrangements

### (A) General Income Matters

The Head teacher is responsible for the **Correct Accounting** of all income due to and cash collected for the school. Where possible, the Head teacher will ensure the responsibility for determining **sums due** to the school separated from the responsibility for **collecting and banking** such sums. (It is recognised however that for many schools this not practical.)

Where invoices are to be raised, the school will do so promptly using **authorised arrangements**. Where cash is collected, whether it is due to a fund provided by the LEA or an unofficial fund, a **receipt** will be issued or in agreed circumstances Collection Listings may be used. The receipt books used will be those approved by the County Treasurer and separate books will be used for LEA and unofficial funds.

Cash and Cheques collected will be **locked away** until the time of banking. Income collected will be banked in its entirety as promptly as possible and will not be used to cash personal cheques or for other payments (apart from the official imprest).

Sums received will be **reconciled** to the sums banked. Through reconciling to the Devon County Council Financial Information System, the school will ensure that sums banked to the DCC bank account are correctly attributed to the school.

**(B) Charging and Remission of Fees**

The Governing Body will determine **charging and remission policies** annually on the basis of recommendation put forward in a written report by the Head teacher. The policies adopted will be based on the guidance issued by the Authority.

**(C) Banking Arrangements**

The Head teacher is responsible for ensuring arrangements operated are in accordance with procedures specified by financial regulations (and if relevant the Local Payments Scheme).

**10. Delegated Asset Write Off Limit**

The Governing Body has set a delegated asset write off limit of **£100** for the Head Teacher

**11. Governors' Expenses**

The Policy relating to Governors' Expenses will be approved annually and if payable will be in accordance with the LEA Scheme.

**12. Register of Pecuniary Interests**

A register will be maintained by the Clerk to the Governors.



# Great Torrington Bluecoat C of E Primary School, and Early Years Centre



## Terms of Reference for the Resource Committee

Membership:	G Taylor K Bond R Irvine A Fleming Vicky Berry Tim Gilbert Amy Avery
Associate Members:	-
Quorum ( <i>minimum of 3</i> ):	3 governors plus 1 member of SSLT
Chair of Committee:	Richard Irvine
Clerk of Committee:	Tanya Gasiorowski
Meeting dates for Academic year 2016/17	13/10/2016 17/11/2016 or 24/11/16 26/01/2017 08/03/2017 10/05/2017 29/06/2017
Date agreed:	13.10.16
Date of review:	September 2017
Committee Chair's Signature:	
*(may wish to state if Headteacher needs to be present, NB Headteacher could send 'substitute' to present information with the agreement of governors, but 'substitute' may not vote)	
Agreed at meeting of full Governing Body (date):	13.10.2016
Signed (Chair of Governors):	

