



Penn Wood Role Description: Finance & Resources Governor

The Finance & Resources Governor will work closely with the Senior Leaders of the school, mainly the Headteacher and the Business Manager, developing strategy leading to school improvement.

General:

The role of the Finance & Resources Governor is to have a strategic role in the financial management of the school, through:

- Meeting with members of the senior leadership team at the school, each term, as required
- Promoting governor training and development
- Receiving and approving school policies (except the Governor Allowance Scheme) and to seek their approval
- Confirming that Governors are effectively meeting Governors' Statutory Responsibilities with a report to Governors on a bi-annual basis
- Ensuring that a register of pecuniary and business interests for Governors and staff is kept and that it is open to inspection.

Finance

The main purpose of the Finance & Resources Governor is to advise the Headteacher on general and financial matters relating to the school and to ensure the school adheres to the local authority's 'Scheme for Financing Schools'. The Finance Governor will:

- Consider the financial out-turn figures for the previous financial year and to draw up a plan for the forthcoming financial year.
- Formulate the provisional budget in accordance with any principle which the governing body may have set.
- Submit the budget for the financial year to the LA.
- Monitor the budget, receiving regular reports from the Head teacher or Business Manager and approving action when the actual budget shows variance from the agreed plan.
- Plan the spend on money allocated for capital expenditure and present the plan to the governing board for approval.
- Be responsible for ensuring that the school pay policy is up to date and is reviewed annually.
- Be responsible for ensuring that the school Finance Manual is up to date and reviewed annually.
- Ensure actions are agreed as a result of external assessments, e.g Ofsted or an SBC audit are implemented.

Premises

In addition to the financial aspects, the Finance & Resources Governor also deals with premises aspects.

Therefore, the Finance Governor has a role in :

- Liaising with Pinnacle and presenting to governors a planned programme for internal maintenance.
- To liaise with Pinnacle and advise the governing body with regard to cleaning and ground

maintenance.

Sustainability

The Finance & Resources Governor commits to embedding the principle of care: care for oneself, care for each other and care for the environment, into the heart of school life. In the role of Finance & Resources Governor, this is through actions relating to health and safety, financial management and procurement decisions and disposal.

Note:

The role of governor is largely a thinking and question role, not doing a role.

A governor does **NOT**:

- Write school policies.
- Undertake audits of any sort – whether financial or health & safety – even if the governor has the relevant professional experience.
- Spend much time with the pupils of the school – if you want to work directly with children, there are many other voluntary valuable roles within the school.
- Fundraise – this is the role of the PTA – the governing body should consider income streams and the potential for income generation, but not carry out fundraising tasks.
- Undertake classroom observations to make judgement on the quality of teaching – the governing board monitors the quality of teaching in the school by requiring data from the senior staff and from external sources.
- Do the job of the school staff – if there is not enough capacity within the paid staff team to carry out the necessary tasks, the governing body need to consider and rectify this.