



Terms of Reference

Resources Committee

To be reviewed: ANNUALLY

Last reviewed by committee on: 15 Nov 2022

Last adopted by governing body on: 6 Dec 2022

Membership: (To be established by the full governing body)

- (a) At least 7 governors (one of whom should be the Headteacher)
- (b) The committee may make recommendations to the full governing body about co-opting additional, non-voting members.

Quorum: 4 governors (3 of whom should not be members of school staff) and 1 of whom should be the Headteacher or her appointed representative. In the event of a tied vote, the chair of the committee has a casting vote.

Chair: Elected by members of the committee annually at the first meeting of the academic year and must be a governor not employed by the school.

Meetings: At least one per term and as required to carry out duties effectively. Meeting dates will be agreed by the Governing Body in the summer term of the previous academic year.

The Chair of the Committee will liaise with the Headteacher and the Clerk to the Governing Body to draw up the agenda for a meeting, based on the draft supplied by Governor Services.

Minutes of a meeting will be circulated to the Committee Chair and the Headteacher within 5 working days for approval and agreed at the next meeting of the Committee. All meetings to be minuted for reporting back to the full governing body, except confidential matters, e.g. in a disciplinary case, when only the decision is to be reported back.

Brief (Powers delegated by the full governing body):

General

- To provide overall scrutiny and put forward recommendations to the governing body and Headteacher on all matters relating to finance as outlined in the School's Financial Regulations & Standing Orders and the LA's Scheme for Financing Schools.
- To provide support and guidance for the Headteacher on all matters relating to the school premises and grounds, security, sustainability and health and safety.
- To be guided by the LA's Personnel Policies and Procedures and to take advice, as necessary, from LA officers and advisers.
- To ensure that equal opportunities and safeguarding implications are given full

consideration in all staffing matters.

Financial monitoring and planning:

- Ensuring that good practice, as laid down in the School's Financial Regulations, Statement of Best Practice and the LA's Scheme for Financing Schools, are followed in the management and administration of the school's finances.
- Overseeing and monitoring the agreed budget six times per year in accordance with the school's financial regulations and DfE requirements.
- To establish and maintain a 3-year budget plan, taking into account School Improvement Plan priorities, roll projections and the implications of Government funding plans/decisions
- To ensure sufficient funds are set aside for pay increments as well as national pay increases and on-costs
- Review and approve the Scheme of Delegation and additional financial policies as required, including a charging and remissions policy
- Monitoring and approving the virements made each term.
- Review, updating and approval of SLAs, financial procedures, Direct Debits, Standing Orders and other banking processes.
- Approval of the Audited School Fund account on an annual basis
- To ensure any necessary liaison with the Local Authority's Capital & Development Service and oversee the spending of school's capital funding for building projects.
- To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To oversee the preparation and implementation of contracts, such as cleaning and catering.
- To report back to the full Governing Body each term and to highlight any potential financial issues or anomalies at the earliest opportunity.

Recommendations only to the full Governing Body:

- Receiving regular financial reports from the Business Manager/Headteacher, including financial reports for presentation to the full governing body and outside organisations e.g. Local Authority, DfE, OFSTED, etc.
- Recommending the annual budget and three year budget plans in light of delivering the School Improvement Priorities (SIP), national and wider curriculum agendas and other school needs for submission to the full governing body for ratification.
- Working with the Business Manager/Headteacher and reporting to the full governing body on the outturn figures.
- Monitor the School's Asset Register.
- Working with the curriculum committee to implement the financial aspects of the school's plans and policies.
- Reviewing the various insurance schemes and options available to the school.
- Receiving audit reports relating to the delegated budget, noting any recommendations and monitoring agreed actions through to completion.
- Working with the Business Manager/Headteacher to complete the Schools Financial Value Standard (SFVS) and ensuring actions from annual reviews are monitored and completed.

Premises

- To review the Premises Improvement Plan annually and make recommendations to the governing body on spending priorities.
- To ensure that the school complies with health and safety regulations and to review the annual health and safety report for approval by the governing body.
- To review the lettings policy annually for approval by the governing body.
- To determine and agree charges for the letting of the school premises.
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan.

Staffing

- To report to the Governing Body and work with the Headteacher on all personnel matters including:
 - drafting, revising and advising on the whole school Performance Management Policy
 - drafting, revising and advising on the whole school Pay Policy
 - drafting, revising and advising on the whole school Recruitment and Selection Policy
 - delegation of powers to the Headteacher for personnel matters
 - monitoring vacancies as they occur and the advertising of vacancies
 - recruitment selection panels (committee members may form the panel) for SLT appointments
 - reviewing job descriptions for school staff
 - contracts/letters of appointment for staff as appropriate
 - staff remuneration
 - staffing and/or TLR structure reviews.
- To monitor and review staffing levels to ensure the successful delivery of the national and wider curriculum, especially in relation to the School Improvement Plan
- To ensure the school's Pay Policy is implemented.
- To ensure that staff are advised of grievance procedures.
- To advise on/implement disciplinary procedures as required.
- To make recommendations about salaries, pay policy, awards and other personnel related costs, especially in relation to the annual budget.
- To undertake initial negotiations with professional associations and unions on redundancies and major restructuring, if required.

Signed: _____ (Chair of Governors)

Signed: _____ (Chair of Committee)

Date: _____