



## TERMS OF REFERENCE FOR RESOURCES COMMITTEE

### 2016-2017

#### 1) **Membership:**

The governing body has to decide the membership of the committee on an annual basis. A clear resolution approving the membership of the committee must appear in the minutes of the main governing body. Where the headteacher is a governor they will be an automatic member. Alternatively if the headteacher is not a governor they have a right to attend all meetings of the Resources Committee.

The committee will elect from their number a chair at the first meeting of each academic year.

#### 2) **Name of Clerk:**

The governing body must appoint a clerk to each committee who must not be the headteacher of the school. The governing body can appoint a governor to clerk this committee. It is up to the governing body if they are a member of the committee or not. The governing body can also appoint a trained paid clerk or volunteer.

#### 3) **Quorum:**

The quorum shall be three members of the committee. It is recommended that the quorum is the headteacher plus two members of the committee.

#### 4) **Meetings:**

Meetings will be held at least once each term. One week's notice of the agenda must be given by the clerk of the committee when convening a meeting. The clerk will be responsible for calling the meetings and producing minutes.

#### 5) **Function:**

Decisions taken by the committee must be led by priorities identified within the School Development Plan, which should be costed within the budget. The main function of the Resources Committee will be to advise and work with the headteacher to seek the best use of the school's resources to promote the best educational outcomes for children - subject to the following:

##### a) Finance

- In consultation with the headteacher, to draft the first formal budget plan of the financial year to deliver the priorities in the School Development Plan (SDP) and Termly Operational plan (TOP)

- Notify the approved budget plan to the Local Education Authority (LEA)
- Monitor income and expenditure of all public funds according to an agreed timescale i.e. budget share and any other funds devolved by the LEA
- To monitor monthly expenditure
- To review the allocation of any targeted funding to improve learning such as pupil premium
- To ensure the reporting of the allocation of pupil premium funding and its impact is reported on the school website
- To agree annual action plans and monitor how school premiums are spent (i.e. PE and sports premium and the pupil premium)
- To consider a budget position statement including virement decisions (transfer between budget headings) at least termly and to report significant anomalies from the anticipated position to the governing body
- To annually complete the School Financial Value Statement, for the chair to sign and submit to the local authority
- As part of the delegation for the day to day financial management of the school the headteacher will have delegated powers to authorise expenditure not in excess of £5,000 and authorise virement of an amount of money not in excess of £5,000
- The Resources Committee will have delegated powers to authorise expenditure not in excess of £25,000 and authorise virement of an amount of money not in excess of £9,999.
- Approve all virements of funds and report to the full governing body
- To ensure that the school operates within the Financial Regulations of the local authority
- To monitor expenditure of all voluntary funds kept on behalf of the governing body
- To annually review charges and remissions policies and expenses policies
- To make decisions in respect of service agreements and to enter into contracts
- Authorise signatories for the school bank account for notification to the County treasurer
- Arrange audit of non-LEA funds received
- respond to any issues arising from the audit of the school's accounts
- prepare information on income and expenditure for the governors' annual report to parents
- review and approve Lettings Policy and Scale of Charges
- maintain and annually update the Register of Pecuniary Interest
- authorise procedures for governors to claim expenses
- ensure financial regulations are in place and reviewed and approved annually.
- To decide whether to offer additional activities and what form these should take
- To decide whether to stop providing additional activities

#### b) Personnel

- To review the staffing structure in consultation with the headteacher so it is effective in delivering the priorities in the TOP and improving the learning of all and recommend to the governing body the annual budget for pay and possible staff salary adjustments in line with appraisal and INSET development
- To review the Salary Policy and Performance Management Policy for all categories of staff and to be responsible for its administration and review
- To oversee the appointment procedure and safer recruitment for all staff
- To oversee the process leading to staff reductions
- To keep under review staff work life balance, working conditions and well-being, including the monitoring of absence

- draft and recommend for adoption a pay and conditions policy for the school (which is to be consistent with statutory and local legislation, and any contractual agreement made between the LEA, the Governing Body, the staff and their unions/professional associations)
- implement the above policy in a fair and equal manner in accordance with staff contracts of employment and employment law and giving due regard to the fact that any decision with a financial implication can only be made subject to the approval of the Governing Body following advice from the Resources Committee
- To review all policies assigned to this committee in the policy review schedule
- report to the Governing Body on all staff matters which relate to conditions of service
- advise the Governing Body on all current personnel developments which may affect the school's pay policy or budget
- determine and monitor the appointments procedure on behalf of the Governing Body
- set and monitor a training strategy each year to ensure that adequate teaching staff training and governor training is taking place
- delegate to the Headteacher all matters relating to the day to day management and supervision of the staff employed at the school
- ensure that governors who have personnel responsibilities are aware of and understand those responsibilities
- ensure that all staff have an effective induction programme and ensure compliance with the induction requirements for newly qualified teachers
- comply with the performance management regulations for teachers
- form a salary appeals committee when required
- determine dismissals and early retirement payments
- To ensure that agreed procedures are in place for educational visits, including the appointment of a named co-ordinator
- to approve off-site visits and activities of more than 24 hours or which involve a hazardous pursuit of journey by air or sea

#### c) Buildings

- To advise the governing body on priorities, including health and safety, for the maintenance and development of the school's premises so they provide a good learning environment to deliver the priorities in the Single Plan and termly RAP
- To ensure arrangements are in place for repairs and maintenance
- In consultation with the headteacher, to oversee premises related funding bids
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies
- To review that building development supports the school's priorities as detailed in the school's TOP
- To establish and keep under review an Accessibility Plan
- carry out an annual programme of repairs and maintenance after carrying out an annual inspection of the school premises
- decide the level of maintenance service the school wishes to buy from service providers
- review and update the lettings and charges policy for the use of school premises which takes account of the needs of the local community and any rules/recommendations set by the LEA on community use outside school hours
- ensure adequate Buildings insurance and personal liability are in place – governors to seek advice from LA, diocese or trustees where appropriate
- review and update policies for security and fire safety, health and safety, including monitoring procedures

- ensure the school complies with health and safety regulations
- ensure that suitable risk assessments are prepared and that action is taken to minimise risk
- take appropriate action to meet governors' responsibilities under the Environmental Protection Act 1990 relating to litter and refuse
- monitor gas, water and electricity services.

d) General

All meetings are minuted and circulated to the full governing body

e) Declaration of Interests

Before discussing or voting on a subject a member of the Resources Committee must declare any pecuniary interest and, if applicable, withdraw.

f) Policies and procedures

- To review all policies assigned to this committee in the policy review schedule
- To establish, publish and review a complaints procedure
- To establish and publish a Freedom of Information scheme and ensure the school complies with it
- To establish an accessibility plan and review it every three years

These Terms of Reference were adopted by the Governing Body on 27<sup>th</sup> September 2016

Signed:

Print name:

Position:

Date: