



# Terms of reference

## Resources Committee

Next Review Date	1 <sup>st</sup> September 2027
To be reviewed by	Headteacher
Statutory Policy	Yes
On School Website	Yes

## **Membership**

The committee shall consist of a minimum of 3 members of the Governing Board.

Non-voting participants may be invited to meetings by the Committee as and when required.

The Committee will elect a Chair from within its own membership, **or** The Governing Board will elect the Chair of the Committee.

The Committee shall have such associate members, non-voting, as the Governing Board shall appoint. The Committee may make recommendations for these appointments.

The Committee can have associate members with voting rights who would be appointed by the Governing Board.

The membership of the Committee shall be reviewed and determined annually by the Governing Board.

## **Quorum**

The quorum shall be a minimum of 3 Governors, including the Head Teacher, but excluding any associate members.

## **Meetings**

The Clerk to the Committee shall be responsible for convening meetings of the Committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the Governing Board.

The Committee shall meet at least once a term and otherwise as required.

## **Finance Responsibilities**

1. To provide guidance and assistance to the Head Teacher and the Governing Board on all financial issues.
2. To recommend to the Governing Board internal financial regulations for the financial management of the school in accordance with guidance issued by the Authority.
3. To consider budget plans presented by the Head Teacher and to make recommendations to the Governing Board for approval.
4. To consider budget monitoring reports relating to all public funds (i.e. School budget share and any other funds delegated and devolved by the Authority, including Standards Fund) and make recommendations to the Governing Board.
5. To recommend virements between budget headings where the value is in excess of the sum delegated to the Head Teacher under the School's internal financial regulations.
6. To consider and make recommendations on all School finance policies and their implementation, including those relating to charges and remissions, lettings and income.
7. To contribute to the school's development plan and ensure it includes consideration of the longer-term resource requirements of the school.
8. To consider the appropriate level of reserves and balances bearing in mind guidance produced by the Authority.
9. To consider audit reports and other relevant reports and make recommendations to the Governing Board.
10. To consider appropriate arrangements to attain/continue to meet the Financial Management Standard in Schools (FMSIS).

11. To consider and advise on any financial matter referred to it by the Governing Board.
12. To respond, on behalf of the Governing Board, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

### **13. Staffing Responsibilities**

1. To prepare staff policies for approval by the Governing Board.
2. In conjunction with the Head Teacher, to draw up a staffing structure and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of Staff are in place and that they are kept under review following any changes in legislation.
4. To ensure that all procedures for the appointment of teaching Staff and key support Staff are carried out, in accordance with agreed arrangements and to delegate to the Head Teacher and one Committee member the appointment of all other support Staff.
5. To delegate to the Head Teacher all provision of supply cover of under one term's duration.
6. To ensure that consultations take place as required (e.g. overpay policy) with all Staff or with recognised trade unions.
7. To ensure that appropriate job descriptions are in place.
8. To check that the arrangements for Staff appraisal (performance management) are in place and being developed.
9. To monitor the programme of Staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.
10. To receive regular reports on staff absence, if not already reported to the Governing Board.
11. Review annually the unit total of the school and the effect, if any on the ISR

**NOTE** - The appointment of a Head Teacher or Deputy Head Teacher is not a function of this committee.

### **Premises Responsibilities**

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.
2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the Governing Board.
3. To advise the governing Board on major projects deemed to be necessary or appropriate.
4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the Governing Board, are progressed and where appropriate that the payments are made.
5. To act on behalf of the Governing Board in monitoring the implementation and progress of all building related plans.
6. To monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the Governing Board, to make recommendations to the Governing Board on the appointment of consultants or the providers of premises related services.
8. To determine the use of the school premises outside school session time including advice to the Governing Board on a possible charging policy which must be determined by the governing Board.

9. To provide support and guidance to the Head Teacher on all matters relating to the school premises and grounds, security and health and safety.
10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.
11. To review the school's health and safety policy as and when required and to advise, along with the Head Teacher, the Governing Board with regard to its compliance with health and safety regulations.
12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for Staff and Pupils.
15. To examine safety inspection reports and to make recommendations where remedial action is required.
16. To be mindful of the requirements of the Disability Discrimination Act.
17. To be responsible for Health and Safety Issues.