

Resources Committee - Terms of Reference

Membership

The committee shall consist of at least four governors, including the headteacher (ex-officio).

Non-voting participants may be invited to meetings by the committee as and when required. These could include:

- Senior leaders
- School advisers
- Specialist consultants

The Committee will elect a Chair from within its own membership. The membership of the committee will be reviewed and determined annually by the governing board.

The governing body will appoint a clerk to the committee, who will not be another governor.

Quorum

The quorum shall be three members, including the Headteacher, but excluding any observers.

Meetings

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meeting held must be minuted and those minutes presented to the next meeting of the governing board.

The committee shall meet at least twice per term and otherwise as required.

Responsibilities

Finance

- In consultation with the Headteacher, to recommend the first formal budget plan of the financial year for the approval of the full governing board
- To approve budget revisions
- To establish and maintain a 3-year financial plan
- To consider a budget position statement, including virement decisions, at least termly and to report significant anomalies from the anticipated position to the Governing Body
- To ensure that the school operates within the Financial Regulations of the County Council and meets the requirements of the Schools Financial Value Standard in Schools (SFVS)
- To ensure that the School Improvement and Development Plans are properly budgeted for, and to monitor and evaluate spending decisions for impact on educational outcomes
- To review policies and practices deemed appropriate for this committee: Finance Policy, which includes: Charging and Remission, Shared Use, Bad Debt and Redundant Equipment Policies
- To make decisions in respect of bought in Service Agreements
- To make decisions on expenditure following recommendations from other committees
- To ensure, as far as it is practical, that Health and Safety issues are appropriately prioritised
- To receive and respond to reports from Auditors
- To consider staff salary increases recommended by the Headteacher and Pay Sub-Committee.
- To report to the full governing board at each of its meetings
- To ensure that committee members undertake appropriate training
- To complete the 'Keeping Your Balance' self-evaluation of financial controls
- To complete the Statement of Internal Control (SIC) and ratify at the full governing body meeting

Premises

- To provide support and guidance for the Headteacher and the Governing Board relating to the school premise and grounds, security, health and safety and environmental matters
- To monitor the implementation of the Health and Safety Policy and the mandatory risk assessments
- To termly inspect the premise and grounds and establish priorities for maintenance and development for the approval of the Governing Board
- To oversee arrangements for repairs and maintenance and the preparation and implementation of contracts
- To make recommendations on premises-related expenditure
- 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 policy
- To establish and keep under review a Premises Development Plan
- To establish and keep under review an Accessibility plan

Personnel

- To draft and keep under review the staffing structure in consultation with the Headteacher.
- To oversee the appointment and staff reduction procedures for all staff.
- To establish and review Pay and Performance Management policies for all staff
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence.
- To discuss any staffing issues as necessary.
- To review the policies delegated to the committee by the Governing Board.
- To discuss any additional items which the Governing Board may feel appropriate.
- To undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff, ensuring the performance management policy and pay policy has been consistently and robustly applied.
- To decide the school's approach towards the exercising of pay discretions.
- To ensure that pay decisions of each member of staff in the school are communicated to them in writing.
- Approve the appraisals and pay recommendations for the Leadership Team

Disqualification –

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.

Agreed by the Governing Body Date: 17 October 2020	Signed:  <small>Diane Perry-Yule (19, 2020 18:12 GMT)</small> Chair of Governors	Date of next review: Autumn Term 2021
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