



**Aim High... Fly High!**

## **RESOURCES COMMITTEE**

### **Terms of Reference 2021 - 2022**

#### **1. Areas of Responsibility**

- 1.1. To challenge and support the Headteacher, in the best management of the school's resources to promote the best educational outcomes for the children, within a safe environment.
- 1.2. The monitoring and evaluation of spending to ensure value for money in raising standards of education.

#### **2. Functions**

- 2.1. To achieve these goals, the Resources Committee will consider the schools':
  - 2.1.1. Finance
  - 2.1.2. Personnel
  - 2.1.3. Premises including IT infrastructure
  - 2.1.4. Health and Safety
- 2.2. Decisions taken by the Committee must be led by the priorities identified within the School Development Plan (SDP) (or its successive or linked documents), which should be costed within the Budget Plan

#### **3. Finance**

- 3.1. The committee's main function is:
  - 3.1.1. To ensure that the school adheres to the Local Authority's conditions of the 'Scheme for financing Schools'.
  - 3.1.2. To oversee the longer-term strategic planning of the school's finances
- 3.2. The School Budget
  - 3.2.1. In consultation with the Headteacher, to draft the first formal Budget plan of the financial year to deliver the priorities in the SDP

- 3.2.2. To recommend the final Budget for approval to the Full Governing Body (FGB)
  - 3.2.3. To notify the approved Budget to the LA by the agreed deadline;
  - 3.2.4. To ensure that the School meets the relevant statutory deadline for the Schools Financial Value Standard
  - 3.2.5. To consider a Budget position statement including virement decisions at least termly and to report significant anomalies from the anticipated position to the FGB.
  - 3.2.6. To authorise virement decisions where the amount being vired is greater than £5,000 or greater than 25% of the budget allocation for the budget heading being vired from, whichever is the higher, up to a maximum of £20,000.
- 3.3. Operational financial management of the School
- 3.3.1. To agree the level of delegation to the Headteacher and the Business Manager for the day-to-day financial management of the School at the beginning of each school year and record it in Appendix 1
  - 3.3.2. To ensure that accurate accounts are kept, and to ensure that key financial decisions are properly recorded.
  - 3.3.3. To ensure that appropriate financial regulations, including write-offs, are followed carefully within the School and that any recommendations from the Audit Report are fully implemented.
  - 3.3.4. To authorise signatories for the School bank account
  - 3.3.5. To monitor income and expenditure of all public and voluntary funds kept on behalf of the governing body.
  - 3.3.6. To ensure that cash in School is held securely
  - 3.3.7. To establish procedures for governors to claim expenses
  - 3.3.8. To review the staffing structure in consultation with the Headteacher so that it is effective in delivering the priorities in the SDP and improving the learning of all pupils, and complies with the Performance Management regulations for teachers.
  - 3.3.9. To delegate to the Head Teacher all matters relating to the day to day selection, management, and supervision of all staff employed in the school.

## **4. Personnel**

- 4.1. To review the Whole School Pay Policy for all categories of staff each year and to be responsible for its administration.
- 4.2. To implement this Policy in a fair and equal manner in accordance with staff contracts of employment and employment law, giving due regard to the fact that

any decision with a financial implication can only be made subject to the approval of the FGB on the recommendation of the Resources Committee.

- 4.3. To report to and advise the FGB on all staff matters which relate to conditions of service.
- 4.4. To oversee the appointments procedure and safer recruitment of all categories of staff.
- 4.5. To ensure that all staff have an effective induction programme.
- 4.6. To ensure that the induction programme for newly qualified teachers complies with the induction requirements for newly qualified teachers.
- 4.7. To oversee the process leading to staff reductions if necessary.
- 4.8. To keep under review staff work-life balance, working conditions and well-being, including the monitoring of absence.
- 4.9. To establish and review regularly personnel policies and procedures in particular the following:

Disciplinary Procedure - Misconduct

Disciplinary Rules

Equal Opportunities - Staff

Grievance Procedure

Bullying & Harassment

Health and Safety

Lack of Capability

Leave of Absence

Performance Management

Personal Information

Physical Intervention

Redundancy

Staff Recruitment and Selection

Whistle blowing

Whole School Pay Policy

## **5. Premises**

- 5.1. To advise the FGB on what is most important for the maintenance and development of the school's premises and IT infrastructure so that they provide a good learning environment which will deliver the priorities of the SDP and to bear these in mind when making decisions about matters indicated below
- 5.2. To carry out an annual inspection of the premises, and to agree an annual programme of repairs and maintenance resulting from the inspection
- 5.3. To oversee the management of major capital works and improvements in consultation with the Head Teacher and the Business Manager, to oversee premises related funding bids
- 5.4. To agree the level of maintenance service which the school wishes to buy from service providers.
- 5.5. To make decisions in respect of service agreements and contracts in accordance with the LA's Standing Orders
- 5.6. To ensure that the school has an adequate level of premises insurance
- 5.7. To review and approve the school's Letting Policy and Scale of Charges
- 5.8. To establish and keep under review an Accessibility Plan
- 5.9. To review and approve the school inventory
- 5.10. To monitor gas, water and electricity services

## **6. Health and Safety**

- 6.1. To advise the FGB on Health and Safety issues for the maintenance and development of a secure and good learning environment which will deliver the priorities of the SDP.
- 6.2. To ensure that the School complies with Health and Safety Regulations
- 6.3. To approve and review policies for security, fire safety and health and safety, including monitoring procedures such as fire practices
- 6.4. To ensure that suitable risk assessments are prepared and that action is taken to minimise risk
- 6.5. To ensure that Governors' responsibilities relating to litter and refuse are met under the Environmental Protection Act 1990

## **7. Membership**

- 7.1. The governing body must decide the membership of the committee on an annual basis. Membership shall comprise no fewer than 4 governors and the Head teacher. The committee shall elect from their number a Chair at the first meeting of each academic year. The Business Manager shall be co-opted on a non-voting basis.

## **8. Quorum**

- 8.1. The quorum shall be 3 members of the Resources Committee, including the Head teacher or deputy, and Chair or acting Chair.

## **9. Working Methods**

- 9.1. There will be a minimum of one meeting per term.
- 9.2. The Chair will be responsible for calling the meetings and ensuring that the meeting is clerked.
- 9.3. Chair of Committee to agree the agenda for distribution, not less than 7 days before a meeting.
- 9.4. Minutes will be taken at every meeting and distributed to Committee members and the Clerk to the Governors within a reasonable time.
- 9.5. Minutes to be available for circulation to all governors (together with a copy for the School) at least 7 days prior to the next meeting of the full Governing Body. Documents or minutes which contain the names of staff are kept confidential.
- 9.6. Care will be taken to handle in confidence matters involving named people which are sensitive or critical or which involve a member of staff. A governor who is employed at the school, other than the Head Teacher, must withdraw from the meeting during such consideration or discussion.
- 9.7. The Terms of Reference are to be reviewed annually.

**This document was last reviewed: September 2020**

## **Appendix 1**

Level of delegation to the head teacher agreed as:

1. Responsibility for the day to day management of the schools financial affairs and the power to exercise virement up to the greater of £5000 and 25% of the budget allocation for the budget heading being vired from.
2. Preparation of a draft budget (ensuring that a copy of the budget as approved by the Governing body is returned to the LA by the agreed deadline) and the provision of termly budget monitoring information to the Finance Committee.

3. Responsibility for ensuring that sound systems of internal control/appropriate segregation of duties, and for ensuring that LA Financial Regulations/Standing Orders for Contracts/Bank Account Manual are complied with.