



Terms Of Reference Resources Committee

2024

1. Membership

The membership of the Committee shall consist of not less than three governors.

2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

3. Frequency of Meetings

The Committee shall meet at least once per term.

4. Delegated Functions

Finance

- 4.1 To oversee the preparation of the annual budget plan and ensure it links to the school development plan priorities, and to approve the annual budget.
- 4.2 To establish and maintain a three-year financial plan, taking into account priorities identified in the School Improvement Plan, the impact of potential changes in the number of pupils on roll, and any central government or local authority initiatives.
- 4.3 To receive at least three budget monitoring reports each year from the Headteacher and/or the school's finance officer, monitoring income and expenditure against the annual budget plan.
- 4.4 To ensure any expenditure, or any virements between budget heads, are in accordance with the levels set and in accordance with the LA's Scheme for Financing Schools and the School's Scheme of Delegation.
- 4.5 To approve Service Level Agreements that exceed the Headteacher's delegated expenditure limit.
- 4.6 To ensure the school meets the Schools Financial Value Standard (SFVS) and that the return is submitted to the Local Authority, and to undertake any remedial action identified as part of SFVS.
- 4.7 To monitor the impact of the use of Sports Premium, Pupil Premium, Early Years Premium and Year 7 Catch Up Premium funding.
- 4.8 To consider any local authority audit report and to act upon any issues identified or recommendations made in such reports.
- 4.9 To review value for money and benchmarking information.

Premises, Health & Safety

- 4.10 To provide support and guidance for the governing body and the Headteacher on all matters relating to the maintenance, development and repair of the premises and grounds, including health and safety issues.
- 4.11 To receive reports in order to ensure the school is compliant with statutory health and safety regulations.
- 4.12 To review the premises elements of the Accessibility Plan.
- 4.13 To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues, and to monitor the completion of any priorities for maintenance and development.
- 4.14 To arrange professional surveys and emergency work as necessary (the Headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff - in this event the Headteacher would normally be expected to consult the committee Chair at the earliest opportunity).
- 4.15 To ensure that an annual fire risk assessment is carried out.

Staffing

- 4.16 To approve and review the staffing structure (both teaching and non-teaching) for the school, and to ensure that the school is staffed sufficiently to meet the requirements of the School Improvement Plan and the effective operation of the school.
- 4.17 The Governing Body delegates to the Headteacher the appointment of staff, except to the posts of Headteacher and Deputy Headteacher - a selection panel must be appointed by the full Governing Body in accordance with statutory regulations for these vacancies.
- 4.18 To ensure that the school's Single Central Record is up-to-date, and that it is monitored by a governor periodically.
- 4.19 In consultation with staff, to oversee any restructure process leading to staff reduction or redundancy.
- 4.20 To consider requests made in line with staffing policies (secondment, flexible working, leave of absence, compressed hours).
- 4.21 To monitor staff attendance and staff absence levels.
- 4.22 To ensure that provision is made for the continuing professional development (CPD) of staff.

- 4.23 To monitor the outcomes of the performance management process for staff, including the Headteacher.

Pay

- 4.24 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.
- 4.25 To consider and determine recommendations for performance pay awards for teaching staff, the Headteacher and Deputy/Assistant Headteachers.

5. Policies

- 5.1 To ensure a statutory Charging & Remissions Policy is established and adopted.
- 5.2 To ensure a statutory Equality Information & Objectives Statement is established and adopted, and is reviewed and re-adopted every four years.
- 5.3 To ensure a statutory Financial Scheme of Delegation that clearly defines the responsibilities of the Governing Body, Headteacher and school Staff for the financial, human and asset resource management of the school is established and adopted, and is reviewed and re-adopted every year.
- 5.4 To ensure a statutory Governors' Allowances Policy is established and adopted.
- 5.5 To ensure a statutory Health & Safety and Risk Assessments Policy is established and adopted.
- 5.6 To ensure a statutory Statement of Procedures for Allegations of Abuse Against Staff is established and adopted.
- 5.7 To ensure a statutory Staff Capability Policy is established and adopted.
- 5.8 To ensure a statutory Staff Capability Policy (sickness absence) is established and adopted.
- 5.9 To ensure a statutory Teacher Appraisal Policy is established and adopted.
- 5.10 To set (where appropriate) a non-statutory Lettings Policy for use of the school premises, and to ensure where one is set that it is adopted.
- 5.11 To monitor the implementation of the Pay Policy, and where appropriate to recommend any changes to the governing body (the Pay Policy can only be adopted or re-adopted by the governing body).

6. Reporting to the Governing Body

- 6.1 The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.
- 6.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.