



GOVERNING BODY RESOURCES COMMITTEE

Terms of Reference

September 2016

1) Purpose

To ensure that the financial resources of the school are used in the most effective manner, that the buildings are safe and in good condition, and that staff are selected, developed, supported and managed, all so that the purpose of the Standards Committee can be achieved

2) Membership:

The Governing Body will decide the membership of the committee on an annual basis; the Headteacher and Chair of the Governing Body will be members. A resolution approving the membership of the committee will be recorded in the minutes of the governing body.

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

3) Clerk:

The governing body will appoint a clerk to the committee; this cannot be the Headteacher. The clerk will normally be the Clerk to the Governing Body

4) Quorum:

The quorum is the Headteacher plus two other members of the committee.

5) 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.

6) Function and delegated responsibilities:

Decisions taken by the committee must be consistent with the priorities identified within long and short term school improvement plans. The main function of the Resources Committee is to advise and work with the Headteacher to promote the best educational outcomes for all children at the school, and

Finance

- To draft the first formal budget plan of the financial year
- To consider a budget position statement including virement decisions at least once each term and to report virements and significant variance from the anticipated position to the governing body

- To complete the School Financial Value Statement annually for the chair to sign and submit to the local authority
- To delegate to the Headteacher the authority to approve expenditure and virements up to ten thousand pounds
- To approve expenditure and virements proposed by the Headteacher between ten thousand pounds and twenty thousand pounds
- To ensure that the school operates within the Financial Regulations of the local authority
- To monitor the expenditure of hypothecated funds (eg Pupil Premium) and to ensure the relevant information is published on the school website
- To monitor expenditure of all voluntary funds kept on behalf of the governing body
- To review charges and remissions policies and expenses policies annually
- To make decisions in respect of service agreements

Personnel

- To review the staffing structure in consultation with the Headteacher
- To oversee the appointment procedure and safer recruitment for all staff
- To review all personnel policies such as Performance Management, Grievance, Discipline and Induction
- 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

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 ensure arrangements are in place for repairs and maintenance
- To oversee premises related funding bids in consultation with the Headteacher
- To oversee arrangements, including health and safety, for the use of school premises by outside users, subject to governing body policies
- To establish and keep under review an Accessibility Plan