



Resources Committee

- Membership:** The committee shall consist of not less than three governors.
- The committee may make recommendations to the governing body for co-option of non-governor members and advise whether or not such members should be given a vote.
- Quorum:** Three governors, one of whom must not be an employee of the school.
- Meetings:** At least once per term and more frequently if deemed necessary by the majority of members.
- Chair:** Non-employee to be elected by the full governing body.
- Accountability:** The committee will report back to the governing body by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration

Terms of Reference

- To support the aims and ethos of the school, focusing on appropriate and effective use of Resources including premises, finance and staff employed by the school.
- To provide support and guidance for the Headteacher in all matters relating to the school premises and grounds, security and health and safety, budgeting and finance.
- To monitor progress on the relevant key issues for action in the School Development Plan and/or post-OFSTED Action Plan for resources and for strategic leadership and management.
- To ensure that the school website meets statutory requirements and is reviewed regularly in line with advice and best practice, in consultation with the Head teacher.
- Ensure compliance with the Freedom of Information Act 2000 and related matters

Premises

- To inspect the premises, grounds and equipment at least annually and prepare a statement of priorities for maintenance and development to be approved by the full governing body.
- To review the Asset Management Plan and develop a rolling programme of repairs and maintenance.
- To approve the costs and arrangements for maintenance, repairs and redecoration within the budget allocation.
- To keep under review an Accessibility Plan which will meet the requirements of Disability legislation.

- To review the Critical Incident plan annually and ensure up to date information and procedures are in place.
- To advise the governing body with regard to compliance with the requirements set out in the Health and Safety Manual.

Finance

- To complete the review and documentation in relation the Schools Financial Value Standard.
- To review for approval annually by the governing body the Manual of Internal Financial Procedures.
- To review the first formal three year budget plan of the financial year taking into account the school's development plan and present it to the governing body for approval.
- To prepare and review financial policy statements, including consideration of long-term planning and resourcing in accordance with the schools development plan.
- To consider each year's School Development Plan (or post-Ofsted Action Plan) priorities, to review the cost/benefit of initiatives in the SDP and to draw up any amendments to the annual budget plan and present to the governing body for approval.
- To review the Charging and Remission Policy and propose for approval to the governing body.
- To review progress against the agreed budget.
- To monitor the impact of spending decisions upon the educational achievement in the school.
- To recommend the delegation of financial limits and responsibilities for purchases, virements, quotations, tenders, discrepancies on asset annual check, asset disposal and write off's and asset sales for approval by the governing body.
- To review future forecasts of pupil numbers and their effect on income levels and report the situation to the governing body.
- To ensure good business practice is followed in relation to public funds and the annual audit is presented to the governing body for approval.
- To ensure value for money for essential services, reviewing contracts, benchmarking against schools in a similar context.
- To approve financial decisions delegated to it in the Scheme of Delegation.

Staffing

- To review the staffing structure when vacancies occur and at least annually in relation to priorities for school development.
- To agree procedures for the appointment of school staff in line the current School Staffing Regulations. The governing body will be responsible for the appointment of the Headteacher and Deputy Headteacher and delegates to the Headteacher the responsibility for the appointment of all other members of staff unless certain circumstances apply, as outlined in the Guidance to staff appointments.
- To monitor and review all statutory staffing policies and procedures, including staff discipline and grievance, and ensure staff are aware of these.
- To ensure via reports from the Headteacher that the Performance Management policy is implemented throughout the school and that all staff are included in the system of performance review.

- To ensure an appropriate system is in place for appropriate checks on staff, governors and volunteers as appropriate.
- To receive recommendations from the headteacher annually in the autumn term for the salaries of teaching staff as required by the Pay and Conditions Documents and all other staff and to arrange informing staff of the outcome.
- To ensure that the governing body has an effective induction and exit interview programme for all staff and governors.
- To consider and make any decisions, when necessary, concerning consultation and selection for redundancy
- To receive reports on staff training through the Headteacher's report and measure the impact.

Terms of Reference approved by the governing body as follows:

Date: February 2017

Date:

Date:

Date:

Date:

Policies delegated for review and approval to this committee:

Separate policy delegation document available.