

Terms of Reference: Resources Committee

Version 1.0

Purpose:

Champion the school core function ***Overseeing the financial performance of the school and making sure its money is well spent.***

Progress and monitor the specific items on the 1yr and 3 yr school development plan the at are agreed at the first meeting of the year to be the remit of this committee

Establish, review and agree the school's proposals for any financial issues.

Ensure the health and safety and development of school premises, and ensure efficient use of utilities.

Review and agree staffing provision.

Membership:

No fewer than 8 Governors. Although any member of the Governing Body is welcome to attend any committee meeting, only the members of the Committee are entitled to vote. The Committee may invite guests to the meetings to offer advice or information.

Quorum:

50%of the membership must be present for the meeting to be quorate.

Meetings:

At least termly, but more often if needed.

Terms of Reference:

The Resources Committee has delegated responsibility for:

FINANCE

1. Strategic oversight of the school's finances through:
 - a. Regular monitoring of funding and expenditure
 - b. Agreeing the annual staffing plan in line with budget constraints
 - c. Setting (annually) the level of expenditure the Headteacher can authorise without reference to the Committee.
 - d. Setting (annually) the level of vehement for the Headteacher.
2. In consultation with the Headteacher draft the first formal budget plan of the financial year
3. Agree the annual action plan and monitor the use of school premiums (eg. pupil premium, sports premium)
4. Establish and maintain an up to date 3 year financial plan
5. Consider a budget position statement at least termly and report any anomalies to the Governing Body.
6. To monitor expenditure of all voluntary funds.
7. To annually review charges and remissions policies and expenses policies.
8. To make decisions in respect of service agreements
9. To prepare financial statements for inclusion in the Governing Body report to parents.
10. To make decision on expenditure following recommendations from other Committees.
11. In light of the Headteachers Performance Management Group's Recommendations, to determine whether sufficient funds are available for increments.

PREMISES

1. Strategic oversight of premises issues including:
 - a. Health and Safety
 - b. Suitability and Condition
2. Oversee arrangements for repairs and maintenance.
3. Oversee premises related funding bids.
4. Oversee arrangements for use of school premises by outside users.
5. Establish and keep under review a Building Development Plan.
6. Establish and keep under review (every 3 years) an Accessibility plan.
7. To ensure, as far as practical, the Health and Safety issues as appropriately prioritised

STAFFING/PERSONNEL

1. Strategic oversight of staffing issues including:
 - a. Ensuring the school complies with appropriate employment law.
 - b. Ensure the school is actively succession planning, offering staff continual professional development, annual appraisals and appropriate performance management.
 - c. Ensuring all staff feel valued for their contribution.
2. to establish a salary policy for all categories of staff and be responsible for its administration and review.
3. To appoint a panel to agree pay decisions in line with the pay policy and legal requirements
4. To oversee the appointment procedure for staff.
5. To oversee the process leading to staff reductions.
6. To keep under review staff work/life balance, working conditions and well being, including monitoring absence.
7. To consider any appeal against a decision on pay grading or pay awards.
8. Ensure that the members of the Governing board are supported with their training needs
 - a. Recording training attended by members of the Governing board
 - b. Provide resources to ensure members of the Governing board are able to perform their function in an effective manner
9. To appoint a panel to perform Headteachers Performance Management

CURRICULUM

Ensure resources are made available where practical to support the curriculum and ensure it can be delivered in a flexible and innovative manner

MARKETING, COMMUNICATION AND THE SCHOOL COMMUNITY

1. Market
2. Communicate
 - a. Website
 - i. Ensure the statutory requirements for the information published on the school website are met
 - ii. Collate and publish a register of governors business and pecuniary interests
 - b. social media
 - c. Annual report
3. Parents
4. Surveys
5. To ensure a complaints procedure is published and reviewed

Working groups may be formed to report back to full Committee.

A finance sub committee has been formed with the terms of reference in the finance section above