

Terms of Reference for the Resources Committee 2018-2019

Title	The Resources Committee
Membership	To consist of a minimum of five governors, one of whom will be appointed Chairperson. The Headteacher will be an ex-officio member.
Quorum	To consist of three members
Meetings	At least once a term, in advance of the full Governing Body meeting, and otherwise as required
Minutes	To be circulated to all members of the Committee as soon as possible after the meeting, and to all Governors (at least 7 days before the next Governing Body meeting) preferably with the agenda and papers for the next meeting
Minute Taker	Any member of the Governing Body who is not on the Resources Committee
Review	Membership and terms of reference to be reviewed annually at the first meeting of the Steering Group at the beginning of each academic year

- To ensure that the school meets the statutory requirements to publish online information
- Review relevant policies on a regular basis and ensure staff are aware of these
- To approve the budget plan and monitor variations to the original budget (ensuring governors are provided with up-to-date financial information),
- To discuss the budget in accordance with school priorities (in line with SDP/SIP) and the longer term priorities of the school,
- To regularly monitor pupil numbers to assess the impact on future delegated budgets,
- To ensure that financial deadlines are met (i.e. approval of budget plan)
- To undertake an annual review of all expenditure with a view to achieving 'Best Value' with regard to the delegated budget and to ensure that the school's financial performance is in line with the budget and to approve a Statement of Internal Control annually,
- To undertake an annual review of all sources of income to ensure fees and charges remain appropriate,
- To discuss options available to the school prior to the approval of continuation/cessation of contracts including LA Buy Back agreements,
- To recommend the level of delegation afforded to the Headteacher, Headteacher and Chairperson and Resources committee,
- To ensure that there is an annual audit of the school fund & to monitor the expenditure of school funds,
- To ensure Business Interest Forms have been signed and dated by all governors (staff should be reminded to advise the Head of any business interest and any interest should be noted),
- To oversee the staffing structure/pay whenever a vacancy arises and procedures for recruitment and selection ensuring that procedures are in place for managing staff levels (including re-deployment, early retirement, redundancy),
- To ensure that the principles of safer recruitment are adhered to,
- To ratify the salaries of teachers annually, and agree recommendations through the pay scale.

- To make recommendations relating to the award of discretionary payments for temporary additional responsibility for the approval of the Governing Body,
- To ensure that the budget set reflects salary increases through meeting objectives from the performance management process,
- To ensure any budget carry-overs are accounted for in terms of projected expenditure
- To ensure CPD (Continuous Professional Development) remains a focus for staff training,
- To monitor the condition of the school premises and consider options for building improvements (review Asset Management Plan),
- To undertake a review of the annual safety check of the school premises,
- To ensure that the school complies with health & safety regulations and ensure risk assessments are carried out regularly and the asbestos action plan is reviewed (if applicable)
- To approve appropriate insurance arrangements have been made through SLAs.
- To encourage governors to attend training to enable them to carry out their duties effectively,
- To ensure that the school is properly accountable for the financial aspects of its performance
- To ensure meetings are conducted in an open manner, enabling governors to contribute to the discussions,
- To be responsible for the Schools Financial Value Standard (SFVS)
- To ensure that all teaching staff & support staff are valued and receive proper recognition for their work and contribution to the school life.
- To review the School Prospectus
- To review the procedures for school journeys, visits and residential activities – ensure thorough risk assessments have taken place and policies have been reviewed on charging, remission and conduct of these visits,
- To ensure records are up-to-date (ensure checks have been carried out on all staff and there is evidence in school of these checks),