

## Terms of Reference for the Resources Committee 2019-2020

<b>Title</b>	The Resources Committee
<b>Membership</b>	To consist of a minimum of five governors, one of whom will be appointed Chairperson. The Headteacher will be an ex-officio member.
<b>Quorum</b>	To consist of three members
<b>Meetings</b>	At least once a term, in advance of the full Governing Body meeting, and otherwise as required
<b>Minutes</b>	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
<b>Minute Taker</b>	Any member of the Governing Body who is not on the Resources Committee
<b>Review</b>	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),