

## **Resources Committee – Terms of Reference 2023-24**

### **Membership**

The committee shall consist of up to 10 members of the governing board. The headteacher is ex-officio, a member of the committee.

Non-voting participants may be invited to meetings by the committee as and when required.

The committee will elect a chair from within its own membership.

The committee may have such associate members, non-voting, as the governing board shall appoint. The committee may make recommendations for these appointments.

The committee may have associate members with voting rights appointed by the governing board. The committee may make recommendations for these appointments.

The membership of the committee shall be reviewed and determined annually by the governing board.

### **Quorum**

The quorum shall be a minimum of 4 governors, including the headteacher, but excluding any associate members. Staff members must not be in the majority.

### **Meetings**

The clerk to the committee shall be responsible for convening meetings of the committee. Procedures of any meetings held must be minuted and these minutes presented for the next meeting of the governing board.

The committee shall meet at least once a term and otherwise as required.

### **Finance Responsibilities**

1. To provide guidance and assistance to the headteacher and the governing board on all financial issues.
2. To recommend to the governing board internal financial regulations for the financial management of the school in accordance with guidance issued by the Authority.
3. To consider budget plans presented by the headteacher and to make recommendations to the governing board for approval.

4. To consider budget monitoring reports relating to all public funds (ie school budget share and any other funds delegated and devolved by the LA) and make recommendations to the governing board.
5. To agree or recommend virements between budget headings where the value is in excess of the sum delegated to the headteacher/committee under the school's internal financial regulations.
6. To consider and make recommendations on all school finance policies and their implementation, including those relating to charges and remissions, lettings and income.
7. To contribute to the school's development plan and ensure it includes consideration of the longer term resource requirements of the school.
8. To consider the appropriate level of reserves and balances bearing in mind guidance produced by the Authority.
9. To consider audit reports and other relevant reports and make recommendations to the governing board.
10. To consider appropriate arrangements to review and submit the annual SFVS return by the stipulated deadline date.
11. To consider and advise on any financial matter referred to it by the governing board.
12. To respond, on behalf of the governing board, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

#### **Premises Responsibilities (incl. Health & Safety)**

1. To oversee delegated responsibility for the condition, repair, extension or alteration of premises.
2. To ensure an annual inspection is undertaken of the premises and grounds and a statement prepared of priorities for maintenance and development for the approval of the governing board.
3. To consider for recommendation to the governing board major projects deemed to be necessary or appropriate.
4. To oversee work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the governing board, are progressed and where appropriate that the payments are made.
5. To act on behalf of the governing board in monitoring the implementation and progress of all building related plans.

6. To monitor the maintenance and upkeep of the school premises and grounds.
7. Where it is the responsibility of the governing board, to make recommendations to the governing board on the appointment of consultants or the providers of premises related services.
8. To determine the use of the school premises outside school session time including advice to the governing board on a possible charging policy which must be determined by the governing board.
9. To provide support and guidance to the headteacher on all matters relating to the school premises and grounds, security and health and safety.
10. To ensure that arrangements are in place for the dissemination of health and safety information to all building users, including staff, pupils and visitors.
11. To review the school's health and safety policy as and when required and to advise, along with the headteacher, the governing board with regard to its compliance with health and safety regulations.
12. To monitor accident reports and fire drills and where appropriate recommend and take advice on remedial action.
13. To ensure the school complies with health and safety regulations, including that a regular audit of risk assessment is undertaken and to take action where necessary.
14. To promote co-operation between all employees at the school to achieve and to maintain a safe and healthy workplace for staff and pupils.
15. To consider safety inspection reports and to make recommendations where remedial action is required and/or has been advised.
16. To be mindful of the requirements of the Disability Discrimination Act.

### **Staffing Responsibilities**

1. To approve staff policies for adoption, except procedures for addressing staff discipline, conduct and grievance; this should be agreed for approval by the governing board.
2. In conjunction with the headteacher, to draw up a staffing structure and to review it annually.
3. To ensure that all the procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under review following any changes in legislation.

4. To ensure that all procedures for the appointment of teaching staff and key support staff are carried out, in accordance with **agreed arrangements** and to delegate to the headteacher and one committee member the appointment of all other support staff.
  - Full – time teaching staff - at least one governor and where possible a foundation governor
  - Support staff - at least one governor where possible
5. To delegate to the headteacher all provision of supply cover of under one term's duration.
6. To ensure that a process is in place for consultations to take place as required (eg over pay policy) with all staff or with recognised trade unions.
7. To ensure that appropriate job descriptions are in place.
8. To check that the arrangements for staff appraisal (performance management) are in place and being developed.
9. To monitor the programme of staff development and training and ensure it meets the needs of the school development/improvement plan and of the staff.
10. To receive regular reports on staff absence, if not already reported to the full governing board.
11. Review annually the unit total of the school and the effect, if any on the ISR
12. To carry out all matters relating to Department for Education grants and the governing board's own funds, in particular ensuring that all accounts are audited.

**NOTE**

The appointment of a headteacher or deputy headteacher is not a function of this committee.

Reviewed: 4<sup>th</sup> October 2023  
Adopted: 6<sup>th</sup> December 2023  
Next Review: Autumn 2024