



Brookside Primary School

Governing Body Terms of Reference – Resources Committee

Roles and responsibilities of the Resources Committee at Brookside Primary School

The Resources committee should provide the governing body with an on-going involvement in financial issues. The finance committee minutes should be reported to the governing body and all decisions made must be reported to the next meeting of the main governing body, usually with sufficiently detailed minutes.

The following terms of reference apply:

- To act on matters delegated by the full Governing Body
- To provide advice to the Governing Body and the Headteacher on all financial matters.
- To plan and set the school's budget.
- To monitor all financial information provided by the Local Education Authority and to report, as appropriate, to the Governing Body.
- To consider all spending plans and to advise the Governing Body.
- To agree the level of delegation to the Headteacher of day to day financial management of the school.
- To ensure that the awarding of contracts by tender to a specified limit.
- To ensure that the requirement for non-public funds to be audited is carried out annually.
- To apply the whole school pay policy
- To determine the use of the school premises outside school sessions, including advice to the Governing Body on the charging policy (setting charge cannot be delegated to a Committee by law).
- The maintenance and upkeep of the premises and grounds
- To ensure that the responsibilities of the Governing Body under the Environmental Protection Act 1990 with regard to litter are discharged.
- To advise the Governing Body with regard to compliance with the Health and Safety Regulations
- To ensure that non public funds are audited annually.
- To review the salary of the Head annually.
- To assess teachers salaries annually as required by the Pay and Conditions Document and make arrangements to inform staff of the outcome.

- To review annually the salaries of all members of the school's staff and to inform them of the outcome.
- To draft a whole school pay policy for the approval of the governing body and apply the approved policy.
- The committee will ensure compliance with the county councils financial regulations and financial procedures.
- To carry out review of staffing establishment whenever there is a vacancy in relation to the SSDP
- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan
- To receive termly budget monitoring reports from the Headteacher