

London Borough of Lambeth

**Jubilee Primary School and Children Centre
Terms of Reference**

Resources Committee

1. Membership

Not less than 5 governors including the Head teacher or Executive Head teacher

The committee may make recommendations to the governing body for co-option of non-governor members

2. Quorum

3 governors including the Head teacher or Executive Head teacher (2 non staff governors)

3. Meetings

The committee will meet at least once a term and a minimum of 4 times a year.

The committee will receive reports from the school in sufficient detail to undertake planning, monitoring and evaluation and thus enable it to fulfil its strategic and statutory role (whenever possible reports will be used in common across the school).

4. Priorities

- Ensuring financial probity by maximising revenue and maximising the effectiveness of spending against agreed priorities.
- Ensuring statutory obligations are fulfilled – including the revision and approval of policies - and that risks to the organisation are managed
- Setting strategy for staff performance management, pay, and Continuous Professional Development (CPD)

5. Responsibilities

Budget

- To draw up and agree an annual budget reflecting priorities identified through school self evaluation and set out in School Development Plan.
- To draw up medium and long term financial plans for the school, reflecting school priorities including staffing plans and plans relating to the repair, maintenance and development of premises, and to recommend action on these plans to the governing body.

- To agree an effective procedures for monitoring the budget, to consider appropriate reports for the purposes of monitoring , to report the outcomes of monitoring together with an evaluation of the use of resources to the governing body and make any appropriate recommendations.

Statutory obligations

- To monitor and evaluate the introduction of the Schools Financial Value Standard (SFVS).
- To ensure that the governing body agrees financial procedures and controls, including audit, and to monitor implementation in the school.
- To agree the level of delegation to the Headteacher for the day to day financial management of the school.
- To keep under review the race equality policy, in particular in relation to staff recruitment, retention and development and to report emerging issues to the governing body.
- To prepare and monitor a health and safety policy that complies with legislation and to ensure that appropriate checks and assessments are carried out and prioritised for necessary action.
- To keep under review the procedures for staff recruitment and training for safer recruitment (Bichard requirements), the policies on staff sickness, discipline and grievances and the criteria and procedures for redundancy, and to ensure that staff are consulted and kept informed as appropriate
- To draw up for governing body approval and keep under review a policy on staff consultation, and to undertake consultation as and when appropriate
- To consider recommendations from external reviews of the school, for example, audit, Ofsted inspection or Local Authority review; to agree the actions needed to address any issues identified through external review; and to monitor and evaluate regularly the implementation of any plan agreed.

Performance, pay & professional development & pay

- To draw up a performance management policy and pay policy for approval by the governing body and to keep these policies under review

Reviewed and approved on 5 December 2017