



Resources Committee

Terms of Reference

St Luke and St Philip's

Church of England Academy

Membership

The committee shall consist of up to 6 members of the local governing body (LGC). The headteacher is ex-officio, a member of the committee.

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

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

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

Quorum

The quorum shall be a minimum of 3 governors, including the headteacher.

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 LGC.

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 LGC on all financial issues.
2. To recommend to the LGC internal financial regulations for the financial management of the school in accordance with guidance issued by the multi-academy trust (MAT).
3. To consider budget plans presented by the headteacher and to make recommendations to the LGC 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 MAT) and make recommendations to the LGC.
5. To consider and make recommendations on all school finance policies and their implementation, including those relating to charges and remissions, lettings and income.

6. To contribute to the school's development plan and ensure it includes consideration of the longer term resource requirements of the school.
7. To consider the appropriate level of reserves and balances bearing in mind guidance produced by the MAT.
8. To consider audit reports and other relevant reports and make recommendations to the LGC.
9. To consider and advise on any financial matter referred to it by the LGC.
10. To respond, on behalf of the LGC, to any consultations relating to the Scheme of Delegation or the Funding of Schools.

Premises Responsibilities (incl. Health & Safety)

1. To exercise delegated responsibility for the condition, repair, extension or alteration of premises.
2. To inspect annually the premises and grounds and prepare a statement of priorities for maintenance and development for the approval of the LGC.
3. To advise the LGC on major projects deemed to be necessary or appropriate.
4. To work with relevant partners and consultants to ensure that new buildings and improvements, as agreed with the LGC, are progressed and where appropriate that the payments are made.
5. To act on behalf of the LGC 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 LGC, to make recommendations to the LGC 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 LGC on a possible charging policy which must be determined by the LGC.
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 LGC 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 examine safety inspection reports and to make recommendations where remedial action is required.
16. To be mindful of the requirements of the Disability Discrimination Act.

Staffing Responsibilities

1. To ensure staff policies are in place and provided for approval by the LGC where required.
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 of;
 - At least one member of SLT and
 - At least one member of the LGCand to delegate to the headteacher, and one LGC member where possible, the appointment of all other support staff.
5. To delegate to the headteacher all provision of supply cover of under one term's duration.
6. To ensure that appropriate job descriptions as provided by the MAT are in place.
7. To check that the arrangements for staff appraisal (performance management) are in place and being developed.
8. 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 and is in line with the policy and guidance provided by the MAT.
9. To receive regular reports on staff absence, if not already reported to the full LGC.
10. Review annually the unit total of the school and the effect, if any on the ISR

NOTE

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

Reviewed: 08 November 2018

Agreed: 06 December 2018

Next Review: Autumn 2019