

**RESOURCES COMMITTEE  
TERMS OF REFERENCE 2019- 2020**

**Statement of purpose:**

To ensure the sound, proper and effective use of the school's resources.

This will include:

- holding the leadership team to account for the efficient use of resources – money, people and premises – to get the best educational outcomes for pupils.
- ensuring that funds allocated to the school for specific purposes (e.g. pupil premium, sports funding) are used effectively and that the impact of this funding is measured.

**Membership and organisation:**

- Membership of the committee will be 6 governors, plus the Headteacher
- The quorum for each meeting shall be 3 governors.
- The committee is to meet termly (three times per year) and otherwise as required, using the terms of reference as a guide to agenda setting.
- All committee meetings must be minuted.
- The committee chair will rotate through the year with a new chair for each successive meeting. The minute taker for the meeting will chair the following meeting. Minutes and actions arising are shared via google docs.
- The committee is to report to each meeting of the full governing body. The minutes must be circulated with the agenda of the next full governing body meeting.
- The committee has delegated power to make its own decisions on behalf of, and without referral to the full governing body, except where the subject matter requires full governing body consideration by law or in accordance with the school's established scheme of delegation.

**Responsibilities and duties**

- monitoring and evaluating the budget allocated to the school to achieve value for money
- reviewing recommendations (from pay committee) for Headteacher pay and staff conditions
- agreeing procedures for staff conduct and discipline
- setting priorities for improvement and monitoring and evaluating the impact of improvement plans which relate to the committee's area of operation
- developing and reviewing policies identified within the school's policy review programme and in accordance with its delegated powers

**To accept full delegated responsibilities for the discharge of the following duties:**

**Finance**

- Preparation and presentation of an annual budget to the full governing body for approval
- prepare financial forecasts for up to 3 years in advance on the basis of known and planned income and expenditure
- ensure that the school operates within the Financial Regulations of the County Council

- Agree and monitor the level of financial delegation to the Headteacher
- Ensure that the principles of 'best value' are adhered to
- Approve arrangements for all major expenditure
- Ensure Key Success Criteria are identified for major expenditure. Within 12 months of implementation a review is undertaken and reported to the governing body to show the impact on school improvement. To action as appropriate other committees to report on the effectiveness of the spend.
- To monitor the spend on SEN provision to ensure expenditure is correct and appropriate

### **Premises**

- Review, monitor and evaluate the annual maintenance programme
- Project manage maintenance, repairs and redecoration within the budget allocation
- To advise the governing body on priorities, including Health & Safety, for the maintenance and development of the school's premises
- To recommend to the governing body a Premises Development Plan encompassing redecoration, refurbishment and planned maintenance of the school and to implement the plan after approval by the full Governing Body
- To recommend to the governing body a plan for capital expenditure and to implement the plan after approval by the full Governing Body; to monitor expenditure against plan
- oversee arrangements for the use of school premises by outside users subject to Governing Body policy
- To be aware that Health & Safety, Building Inspections and risk assessments are carried out in the prescribed manner and timing. To monitor the Defects Book.

### **Staffing**

- Recommend an appropriate staffing structure to the full governing body for approval
- Ensure the appointment procedure for all staff is compliant with safer recruitment guidelines.
- Review staff professional development, including induction
- Monitor staff absence and wellbeing (staff questionnaire)

### **To provide guidance to the full governing body for the following, which cannot be delegated:**

- Approval of the annual budget
- Appointment of Headteacher, and Assistant Headteacher
- Approval of the staffing structure for the school

### **In addition the Committee will:**

- Consider, as appropriate, and make recommendations on other related matters not specifically delegated by the governing body.
- Contribute to governing body and school self review
- Plan, monitor and evaluate appropriate sections of the School Development Plan/School Improvement Plan.
- Prepare for the governing body any appropriate report to parents (or others) on matters relating to the work of the Committee.

**The full governing body agreed these terms of reference: 18.11.2019**

**Next review due: October 2020**