

**BARNES FARM JUNIOR SCHOOL GOVERNING BODY
RESOURCES COMMITTEE
TERMS OF REFERENCE**

LAST REVIEWED: OCTOBER 2016

Quorum

The quorum will be 50% of Committee members one of whom must be the Headteacher, or their representative.

Meetings

Committee meetings will be held on an as required basis but at least once a term.

To ensure minutes, with decisions and action points, are taken at each meeting and circulated promptly to all members of the Governing Body.

The Chair of the Committee will report the work of the Committee to the regular meetings of the Full Governing Body.

Objectives

1. Financial Matters

The Resources Committee shall have responsibility for the overall management of the school budget and ensure that all procedures, controls and decisions are made in compliance with the requirements of SFVS (Schools Financial Values Standard), in pursuance of which the committee will: -

- Receive and approve the budget plan for the forthcoming year, a copy of which is to be submitted to the LA by the appropriate deadline as set out in the Financial Regulations & Scheme of Delegation
- Consider the financial out-turn for the previous financial year as soon as possible after the year end and, if appropriate, agree adjustments to the current year's budget figures;
- Review on a regular basis the school's actual financial performance compared with budget and take remedial action as necessary (such action will be reported to the Governing Body);
- Monitor all spending in the school i.e. Delegated Budget and School Fund;
- Consider and make decisions on financial requests from the Headteacher and other committees;

- Make decisions on expenditure and virements in accordance with the committee's delegated powers as set out in the school's Financial Regulations & Scheme of Delegation;
- Advise the Governing Body on the appropriateness, or otherwise, of expenditure or virements to be made outside of the Committee's delegated powers;
- Ensure the Register of Business Interests is kept up to date;
- Review the contents of the audit report and make recommendations as appropriate to the Governing Body on comments received therein;
- Agree and determine charges for the letting of the school premises;
- Receive and review regular reports on the financial position of the School Fund;
- Receive and review the annual audited accounts of the School Fund;
- Review annually the appointment of the auditor to the School Fund;
- Review the various insurance schemes and options available to the school;
- Review annually the school's Financial Regulations and Scheme of Delegation and make recommendations to the Governing Body as to any changes considered necessary therein.

2. Premises Matters

The Resources Committee shall have delegated responsibility for the management and development of the school premises and all matters of Health & Safety and Security, in pursuance of which the committee will: -

- Draft and keep under review an asset management plan, with all known requirements over a 5 year period;
- Receive and consider at each meeting a report from the Headteacher concerning any issues arising from the termly inspection of the school buildings and grounds;
- Receive and consider a regular Health & Safety Inspection Report;
- Make decisions on all expenditure in connection with buildings maintenance and improvements in accordance with the committee's

delegated powers as set out in the school's Financial Regulations and Scheme of Delegation;

- Advise the Governing Body on the appropriateness, or otherwise, of all expenditure outside the committee's delegated powers;
- Monitor the school's liaison with the LA's managing agent or the County Council contractor for buildings maintenance or improvements where the LA is funding the work involved;
- Make decisions on the placing, verification and awarding of contracts for building maintenance or improvements where the school is funding the work, although responsibility for low value contracts may be delegated to the Headteacher;
- Ensure that the formula capital allocation monies are used only for their authorised purpose;
- Advise the Governing Body as considered appropriate of any issues relating to the school premises or matters relating to security or health & safety.

3. Personnel Matters

The Resources Committee shall have delegated responsibility for Personnel matters, in pursuance of which the committee will: -

- Assist in the administering of the staffing requirements for the school both in the teaching and non-teaching areas;
- Approve procedures for the recruitment and appointment of staff;
- Consider applications from staff for secondments or leave of absence;
- Consider and recommend to the Governing Body policies regarding early retirement and redundancy;
- Follow established procedures when advertising, selecting and appointing new members of staff;
- Oversee the selection and appointment of teaching and non teaching Staff;

- Authorise and monitor expenditure within the staffing budgets with delegated powers for day-to-day matters, including supply cover, being passed to the Headteacher;
- The Resources Committee is responsible for producing Personnel policies, for approval by the full Governing Body, on the following:
 - i) Appointment of teaching and non-teaching staff
 - ii) Redeployment and redundancy
 - iii) Early retirement
 - iv) Leave of absence
 - v) Extension of sick pay
 - vi) Disciplinary and grievance proceedings
 - vii) Appeal proceedings
 - viii) Performance Management

The Governing Body is also responsible for establishing committees to deal with items (i), (vi) and (vii). The membership of such committees could include governors who are not on the Resources Committee. However, the Chairman of the Governing Body may not wish to sit on the Dismissal Committee but would want to sit on the Dismissal Appeals Committee. The Headteacher is precluded from sitting on committees established for items (vi) and (vii) but may attend to give advice.