

## **Resources Committee – Terms of Reference**

Membership:	At least four governors plus the headteacher.
Quorum:	Three governors.
Meetings:	Three per year, related to the full GB meetings.
Raison d'être:	All the physical requirements necessary for Education.
Remit:	The Committee is an advisory group reporting and making recommendations to the Full Governing Body (FGB). The FGB must take all decisions concerning the adoption of these recommendations.

### **Tasks**

- To work in consultation with the headteacher and school's finance officer to provide guidance to the governing body on all financial matters, including staffing arrangements.
- To work in consultation with the headteacher to provide guidance to the governing body on priorities, including health and safety, for the maintenance and development of the school's premises.
- To receive reports from the headteacher regarding their delegated power of authorising spending up to £1000.
- To report to FGB any financial and other decisions made by them in accordance with their delegated powers.
- To ensure that all procedures relating to the recruitment, selection and appointment of staff are in place and that they are kept under annual review following any changes in legislation.
- To provide guidance and assistance to the Head and the Governing Body in all matters relating to budgeting and finance, ensuring that the School adheres to the LA's financial regulations.
- To review financial policy statements, including consideration of long-term planning and resourcing.
- To review the application of the Schools Financial Value Standard.
- To consider each year's School development plan, identify the priorities and present an annual budget to the Governing Body for approval.
- To receive and monitor regular reports on the School's income and expenditure including the Standards Fund, showing a comparison of these against the budget estimates, and to take remedial action where necessary.
- To check on members' travelling and subsistence expenses as necessary.
- To check the annual accounts of voluntary or "unofficial" funds and receive the annual auditor's report.
- To consider the operation of the charging policy with respect to curriculum needs.
- Review and act upon recommendations in the Fire Risk Assessment.

## Policies

<b>Policy</b>	<b>Date Reviewed</b>	<b>Next Review</b>	<b>Reviewed</b>
<b>Health &amp; Safety</b>	<b>Autumn 2020</b>	<b>Autumn 2021</b>	<b>Annual</b>
<b>Finance</b>	<b>Autumn 2020</b>	<b>Autumn 2021</b>	<b>Annual</b>
<b>Pay</b>	<b>Autumn 2020</b>	<b>Autumn 2021</b>	<b>Annual</b>
<b>Charging &amp; Remissions</b>	<b>Autumn 2019</b>	<b>Autumn 2021</b>	<b>2 years</b>
<b>Data Protection</b>	<b>Summer 2020</b>	<b>Summer 2022</b>	<b>2 years</b>
Admissions	SCC Policy	SCC Policy	
School Security	Autumn 2013	Autumn 2019	
Business Continuity	Spring 2014	Autumn 2019	
Critical Incident	Autumn 2017	Autumn 2020	3 years
Safer Recruitment	Autumn 2017	Autumn 2020	3 years
Lockdown	Autumn 2018	Autumn 2021	3 years
Digital Image	Autumn 2018	Autumn 2021	3 years
Pre School Fees	Autumn 2018	Autumn 2021	3 years
Crisis Management	Spring 2019	Spring 2022	3 years
Publication Scheme	Spring 2019	Spring 2022	3 years
Privacy Notice	Spring 2019	Spring 2022	3 years
Accessibility Plan	Spring 2020	Spring 2023	3 years
Online Safety	Summer 2020	Summer 2023	3 years
Fire Evacuation	Summer 2020	Summer 2023	3 years
Governor Allowances Protocol	Summer 2020	Summer 2023	3 years

**Statutory Policies** are listed in **bold**

Lead Governors:      Chair of Resources Committee  
                                  Premises/Health & Safety  
                                  Governor Training

## Activities

First meeting	Agree work priorities
	Identify training programme for new committee members and development for existing members
	Agree which policies to be reviewed throughout the year
	Include Health & Safety Walkabout

Autumn term	Regular Finance - Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to FGB, making recommendations where necessary. Monitor expenditure of all voluntary funds held on behalf of FGB.
	Review staffing needs and determine whether sufficient funds are available for pay increments as recommended by the headteacher.
	Check school website is up to date
	Review Policies as agreed at first meeting of year

	Identify rolling annual programme to inspect buildings and grounds, producing regular reports of findings and making recommendations to FGB.
	Review, revise and implement a 3-year rolling programme for maintenance, repair and redecoration, reporting back to FGB as appropriate.
	Review Accessibility Plan and send copy to LA.
	Review school's Development Plan with regard to buildings.
	Identify Risk Management plans to be assembled and instigate work.

Spring term	Regular Finance - Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to FGB, making recommendations where necessary. Monitor expenditure of all voluntary funds held on behalf of FGB.
	Review the Schools Financial Value Standard (SFVS)
	Draft first formal budget for the financial year and prepare summary for FGB, reflecting the priorities in the School Development Plan.
	Finalise new year budget and present to FGB for approval at end of spring term.
	Make decisions in respect of both service level agreements and renewal of premises-related contracts, ensuring that the principles of Best Value are applied to all service purchases (Blue Book).
	Check school website is up to date.
	Ensure recommendations for action following premises/health & safety inspections and audits are satisfactorily carried out.
	Review Policies as agreed at first meeting of year.
	Consider progress against the school development plan.

Summer term	Consider a budget position statement including virement decisions and report significant anomalies from the anticipated position to FGB, making recommendations where necessary. Ensure voluntary funds are audited and prepare report for FGB
	Produce end of year summary report of premises, health & safety monitoring and inspection programmes for presentation to FGB, together with recommendations for future action
	Review Policies as agreed at first meeting of year
	Undertake self review for the year to assess whether priorities have been achieved; make recommendations to the FGB on committee membership, terms of reference, delegated powers and priorities for next year
	Consider staffing budgets for the coming year